

AGENDA

FOX CITIES HOTEL ROOM TAX COMMISSION

December 12, 2016

3:00 pm

Fox Cities Convention and Visitors Bureau
3433 West College Avenue, Appleton, Wisconsin

Call to order	Adam Hammatt
Roll call of membership	Adam Hammatt
Approval of September Minutes	Adam Hammatt
Financial Report on Status of Room Tax Collections	Pam Seidl
Status of Exhibition Center Project	Karen Harkness
Status of PAC Bonds	Tony Saucerman
CVB Report	Pam Seidl
Old Business 1. Bylaws 2. \$300 per Commissioner Payment Status	Adam Hammatt
New Business 1. Request for payment of expenses related to Fox Cities Exhibition Center Construction	Adam Hammatt
Adjournment	Adam Hammatt

Upcoming meeting dates (all at the CVB) –

March 20, 2017 at 3:00pm

June 19, 2017 at 3:00pm

Any questions about items on this agenda are to be directed to Adam Hammatt (920) 788-7500

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON
REQUEST AND IF FEASIBLE.

**FOX CITIES ROOM TAX COMMISSION
MEETING MINUTES**

DATE: September 19, 2016

TIME: 3:00 p.m.

PLACE: Fox Cities Convention & Visitors Bureau

PRESENT: Karen Harkness, Tony Saucerman, Bruce Sherman, Jeff Nooyen, Mike Easker, Adam Hammatt, Teri Matheny, George Dearborn, Peggy Steeno, Bob Benz, Deb Johnson, Chuck Gifford

EXCUSED: Lee Meyerhoffer, Wayne Streck, Jim March, Thomas Wilde, Jay Schumerth

STAFF: Pam Seidl, Kim Tisler

- I. **CALL TO ORDER:** Mr. Hammatt called the meeting to order at 3:00pm.
- II. **MINUTES:** Minutes of the July 2016 meeting were mailed in advance. **Ms. Harkness moved approval of the July minutes as presented. Second by Ms. Johnson. Motion carried.**
- III. **FINANCIAL REPORT:** Ms. Seidl reviewed the Commission's financial position as of September 15, 2016, which included room tax collections through the second quarter of the year. **Mr. Sherman moved approval of the financial report as presented. Second by Mr. Dearborn. Motion carried.**
- IV. **EXHIBITION CENTER PROJECT:** Ms. Harkness reminded members that the launch ceremony and ground breaking event will be held on Thursday, September 29. The expo center design is available online. Bid packages have been sent. The City of Appleton continues to make progress on many aspects of the project, including financing, publicity and community outreach.
- V. **PAC BONDS:** Mr. Saucerman commented on the status of the Fox Cities Performing Arts Center bonds. Nothing has changed since he last reported. Bonds are still tracking ahead of schedule and are expected to be paid off in September of 2017.
- VI. **CVB REPORT:** The Bureau's sales team is heading to Madison and Milwaukee this week to promote the expo center. New business for the expo center is being considered for 2018 and beyond. The Tourism Facility Task Force continues to meet and review inquiries it has received for possible facility projects.

- VII. **OLD BUSINESS:** Following the 1st quarter 2016 room tax collection reimbursement error where Associated Trust Company returned a portion of room tax collected back to the municipalities, it was suggested that municipalities deposit the checks and in turn, send back the amount they received to Associated Trust Company.

Bylaws: Discussion continued on the topic of Commission representation. **Mr. Sherman moved to approve each municipality paying \$300 per sitting member on the Room Tax Commission. Second by Mr. Dearborn. Motion carried.** Mr. Hammatt will send a letter of request for the \$300 per member fee to each municipality.

Mr. Easker questioned how the Commission will proceed when a new municipality wants to join the Commission. The topic will be addressed at a future meeting of the Commission.

Mr. Hammatt began discussion on the process of selecting an attorney for the Room Tax Commission. Several firms were suggested. **Ms. Harkness moved to select the Herrling Clark Law Firm for review of Commission bylaws with a budget not to exceed \$2,500. Second by Mr. Sherman. Motion carried.**

- VIII. **NEW BUSINESS:** The City of Appleton has requested payment of expenses related to the Fox Cities Exhibition Center. There was some discussion as to a portion of the expenses incurred in December 2015, and whether or not the expenses were incurred before or after the signing of the IGA documents. **Mr. Nooyen moved to approve payment of the expenditures. Second by Mr. Benz. Motion carried with (11) yeas and (1) nay.**

An interim motion was made to approve Article 6.6 which governs the authorization of expenditures. For the time being, the Fox Cities CVB's executive director and the Room Tax Commission committee chair my jointly sign for release of funds for payment of expenses. **Mr. Nooyen moved to conditionally approve all bylaws pending attorney review. Second by Mr. Sherman. Motion carried.**

- IX. **ADJOURNMENT: Mr. Dearborn moved for to adjourn the meeting. Second by Mr. Benz. Motion carried.**

Next Meeting:

Monday, December 11 at 3 p.m.

Hotel/Motel Transient Room Tax - 3rd Quarter 2016

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 4,435,502.39	\$ 10,117,976.49		\$ 1,532,932.83	\$ 512,267.58	\$ 8,191.00		\$ 1,487,632.74	\$ 1,457.50	\$ -	\$ 18,095,960.53
Room tax receipts for quarter	\$ 443,550.24	\$ 1,011,797.65	\$ -	\$ 153,293.28	\$ 51,226.76	\$ 819.10	\$ -	\$ 148,763.27	\$ 145.75	\$ -	\$ 1,809,596.05
CVB Allocation	\$ 133,065.07	\$ 303,539.29	\$ -	\$ 45,987.98	\$ 15,368.03	\$ 245.73	\$ -	\$ 44,628.98	\$ 43.73	\$ -	\$ 542,878.82
LESS amount retained by municipality	\$ 6,653.25	\$ 15,176.96	\$ -	\$ 2,299.40	\$ 768.40	\$ 12.29	\$ -	\$ 2,231.45	\$ 2.19	\$ -	\$ 27,143.94
Net CVB allocation	\$ 126,411.82	\$ 288,362.33	\$ -	\$ 43,688.59	\$ 14,599.63	\$ 233.44	\$ -	\$ 42,397.53	\$ 41.54	\$ -	\$ 515,734.88
Exhibition Center allocation	\$ 133,065.07	\$ 303,539.29	\$ -	\$ 45,987.98	\$ 15,368.03	\$ 245.73	\$ -	\$ 44,628.98	\$ 43.73	\$ -	\$ 542,878.82
Tourism Facility allocation	\$ 44,355.02	\$ 101,179.76	\$ -	\$ 15,329.33	\$ 5,122.68	\$ 81.91	\$ -	\$ 14,876.33	\$ 14.58	\$ -	\$ 180,959.61
Total remitted to CVB	\$ 303,831.91	\$ 693,081.39	\$ -	\$ 105,005.90	\$ 35,090.33	\$ 561.08	\$ -	\$ 101,902.84	\$ 99.84	\$ -	\$ 1,239,573.30
PAC allocation (remitted to Associated	\$ 88,710.05	\$ 202,359.53	\$ -	\$ 30,658.66	\$ 10,245.35	\$ 163.82	\$ -	\$ 29,752.65	\$ 29.15	\$ -	\$ 361,919.21
municipality	\$ 44,355.02	\$ 101,179.76	\$ -	\$ 15,329.33	\$ 5,122.68	\$ 81.91	\$ -	\$ 14,876.33	\$ 14.58	\$ -	\$ 180,959.61
Municipality portion of CVB allocation	\$ 6,653.25	\$ 15,176.96	\$ -	\$ 2,299.40	\$ 768.40	\$ 12.29	\$ -	\$ 2,231.45	\$ 2.19	\$ -	\$ 27,143.94
Total Amount retained by Municipality	\$ 51,008.28	\$ 116,356.73	\$ -	\$ 17,628.73	\$ 5,891.08	\$ 94.20	\$ -	\$ 17,107.78	\$ 16.76	\$ -	\$ 208,103.55

Net CVB allocation	\$ 515,734.88
Exhibition Center allocation	\$ 542,878.82
Tourism Facility allocation	\$ 180,959.61
PAC allocation (remitted to Associated	\$ 361,919.21
Total Amount retained by Municipality	<u>\$ 208,103.55</u>
Total	\$ 1,809,596.05

2016	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Net CVB allocation	\$ 326,922.01	\$ 393,617.24	515734.8751	0	\$ 1,236,274.12
Exhibition Center allocation	\$ 344,128.43	\$ 414,333.94	\$ 542,878.82	0	\$ 1,301,341.18
Tourism Facility allocation	\$ 114,709.49	\$ 138,111.31	\$ 180,959.61	0	\$ 433,780.40
PAC allocation (remitted to Associated	\$ 229,418.95	\$ 276,222.62	\$ 361,919.21	0	\$ 867,560.79
Total Amount retained by Municipality	\$ 131,915.90	\$ 158,828.01	\$ 208,103.55	0	\$ 498,847.45
Total	\$ 1,147,094.77	\$ 1,381,113.12	\$ 1,809,596.05	0	\$ 4,337,803.94

Fox Cities Room Tax Commission
 Exhibition Center Expenses
 9/1/16 - 11/30/16

	Payee	Amount	Date Paid	Check Number	Description
1	Omni Associates	\$4,554.40	9/7/2016	524562	Geotechnical Survey
2	Zimmerman Architects	\$105,311.71	9/14/2016	524726	Architect/design services
3	Omni Associates	\$30,573.71	9/28/2016	524882	Site development support
4	Zimmerman Architects	\$135,310.82	10/5/2016	525078	Architect/design services
5	A2Z Design	\$5,500.00	10/24/2016	Credit Card	Brand Identity design
6	Omni Associates	\$33,422.93	10/25/2016	525394	Site development support
7	Willis of Wisconsin	\$18,305.00	11/9/2016	525678	Builders risk insurance - EC project
8	Zimmerman Architects	\$206,302.18	11/16/2016	525813	Architect/design services
9	Appleton Stormwater Utility	\$1,621.13	11/21/2016	n/a	Stormwater charges
10	Appleton Stormwater Utility	\$95.55	11/21/2016	n/a	Stormwater charges
11	Outagamie County	\$552.90	11/22/2016	525890	Refund stormwater charges
12	Outagamie County	\$98.73	11/22/2016	525889	Refund stormwater charges
13	Zimmerman Architects	\$225,077.31	11/30/2016	526039	Architect/design services
14	Von Briesen & Roper	\$40,000.00	11/30/2016	526027	Consulting services regarding the development of financing package
15	Von Briesen & Roper	\$4,000.00	11/30/2016	526027	Consulting services regarding the development of financing package
16	Omni Associates	\$11,477.94	11/30/2016	525986	Site development support
17	American Air Environmental	\$1,200.00	11/30/2016	525939	Site clean-up & disposal of steam piping
	Total	\$823,404.31			

To the best of my knowledge, I certify that the above expenses are a true and accurate reporting of expenses associated with the exhibition center construction project.

Anthony D. Sajcerman
 Anthony D Sajcerman
 Director of Finance
 City of Appleton, WI

12/6/16

Date

Karen E Harkness
 Karen E Harkness
 Director of Community & Economic Development
 City of Appleton, WI

12/6/16

Date

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OMNI Associates, Inc.
One Systems Drive
Appleton, WI 54914-1654
920-735-6900
Fax 920-830-6100

Appleton Parks, Recreation, & Facilities
Management
PO Box 2428
Appleton, WI 54912

INVOICE

No. N2188B16_006-4

08/24/2016

Add'l Survey - Proposed Fox Cities Exhibition Center

N2188B16_006


For Services Rendered Through 7/31/2016

Project Manager: Timothy A Bolwerk

Labor	Hours	Rate	Amount
Add'l Survey - Proposed Fox Cities Exhibition Center			
Kaczmarzyk, Anthony M	20.50	\$60.00	\$1,230.00
Wald, Joel T	35.00	\$85.00	\$2,975.00
Yurk, David A	1.00	\$95.00	\$95.00
		Labor Total	\$4,300.00

Description	Qty	Unit Rate	Amount
Mileage-OMNI	68.00	\$.80	\$54.40
Robotic Total Station (2-hr Min)	20.00	\$10.00	\$200.00
		Sub-total	\$254.40

Invoice Total \$4,554.40


Project Manager: Timothy A Bolwerk

AUG 29 2016

zimmerman

ARCHITECTURAL STUDIOS, INC

1000 N. WISCONSIN ST. SUITE 200
APPLETON, WI 54912-2428
TEL: 920.835.1000 FAX: 920.835.1002

City of Appleton
Dean Gaza
P. O. Box 2428
Appleton, WI 54912-2428

Invoice number 55252
Date 08/26/2016

Project 160087.00 FOX CITIES EXHIBITION
CENTER APPLETON

For Professional Services through August 21,2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Zimmerman	859,593.00	16.62	72,500.00	142,885.00	70,385.00
Fentress	180,000.00	0.00	0.00	0.00	0.00
Engineering Services	456,875.00	7.24	0.00	33,085.00	33,085.00
Other Consultants	133,856.00	1.14	0.00	1,530.00	1,530.00
Total	1,630,324.00	10.89	72,500.00	177,500.00	105,000.00

Reimbursables

	Units	Rate	Billed Amount
Meals			
Jack Blume			6.43
Mileage			
HARWOOD ENGINEERING			241.92
Reproductions			
HARWOOD ENGINEERING			63.36
Reimbursables subtotal			311.71
Invoice total			105,311.71

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55148	07/31/2016	72,500.00	72,500.00				
55252	08/26/2016	105,311.71	105,311.71				
Total		177,811.71	177,811.71	0.00	0.00	0.00	0.00

Payment is due within 30 days

AUG 29 2016

3a

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OMNI Associates, Inc.
One Systems Drive
Appleton, WI 54914-1654
920-735-6900
Fax 920-830-6100

Dean Gazza
Appleton Parks, Recreation, & Facilities
Management
PO Box 2428
Appleton, WI 54912

INVOICE

No. N2188B16_005-2

09/20/2016

Site Development Support
N2188B16_005

For Services Rendered Through 8/31/2016
Project Manager: Brian Wayner

Labor		Hours	Rate	Amount
Environmental Documentation				
Wayner, Brian	Engineer 5	55.50	\$98.00	\$5,439.00
Geotechnical/Borings				
Bolwerk, Timothy A	Engineer 6	39.00	\$120.00	\$4,680.00
Brittnacher, Don	Engineer 5	13.25	\$95.00	\$1,258.75
Kennedy, Kimberly M	Technician 2	1.00	\$60.00	\$60.00
Nadziejka, Brynley	Technician 1	36.50	\$55.00	\$2,007.50
Wayner, Sydney M	Administrative 1	0.50	\$39.00	\$19.50
Weeks, Kyle	Engineer 1	20.50	\$85.00	\$1,742.50
Weeks, Melissa R	Engineer 1	3.50	\$85.00	\$297.50
Weis, Jason C	Engineer 4	1.50	\$95.00	\$142.50
Survey/Mapping				
Kaczmarzyk, Anthony M	Surveyor 2	20.00	\$60.00	\$1,200.00
Kaczmarzyk, Michael	Surveyor 4	9.00	\$60.00	\$540.00
Nordwig, Paul D	Surveyor 4	12.00	\$85.00	\$1,020.00
Roeper, Jacob	Technician 1	25.00	\$50.00	\$1,250.00
Stoddard, Jared L	Technician 3	5.00	\$60.00	\$300.00
Wald, Joel T	Surveyor 3	62.25	\$85.00	\$5,291.25
			Labor Total	\$25,248.50

Description	Qty	Unit Rate	Amount
Expenses			
Mileage-Bolwerk, Timothy A	12.00	\$.54	\$6.48
Mileage-Wayner, Brian	35.00	\$.54	\$18.90

SEP 22 2016

Mileage-OMNNI	147.00	\$.64	\$94.08
Paint	1.00	\$3.50	\$3.50
Robotic Total Station (2-hr Min)	21.00	\$10.00	\$210.00
		Sub-total	\$332.96

Sub-Consultants	Date	Invoice	Charge
Synergy Enviromental Lab Inc	8/31/2016	E31627	\$1,838.25
Synergy Enviromental Lab Inc	8/31/2016	E31633	\$498.75
Synergy Enviromental Lab Inc	8/31/2016	E31634	\$1,429.75
Synergy Enviromental Lab Inc	8/31/2016	E31638	\$1,225.50
Total Sub-Consultants			\$4,992.25

Invoice Total \$30,573.71

Project Manager: Brian Wayner

Zimmerman

ARCHITECTURAL STUDIOS, INC.

100 West Main Street, Appleton, WI 54912-2428
Phone: 920.835.1234
Fax: 920.835.1235
www.zimmermanarch.com

City of Appleton
Dean Gaza
P. O. Box 2428
Appleton, WI 54912-2428

Invoice number 55390
Date 09/23/2016

Project 160087.00 FOX CITIES EXHIBITION
CENTER APPLETON

For Professional Services through September 18,2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Zimmerman	859,593.00	16.62	142,885.00	142,885.00	0.00
Fentress	220,000.00	61.36	0.00	135,000.00	135,000.00
Engineering Services	456,875.00	7.24	33,085.00	33,085.00	0.00
Other Consultants	133,856.00	1.14	1,530.00	1,530.00	0.00
Total	1,670,324.00	18.71	177,500.00	312,500.00	135,000.00

Reimbursables

	Units	Rate	Billed Amount
Meals			
Jack Blume			75.12
Mileage			
STEWART DESIGN ASSOC INC			118.80
Reproductions			
ARC			53.54
HARWOOD ENGINEERING			63.36
		Subtotal	116.90
		Reimbursables subtotal	310.82
		Invoice total	135,310.82

SEP 28 2016

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55390	09/23/2016	135,310.82	135,310.82				
	Total	135,310.82	135,310.82	0.00	0.00	0.00	0.00

Payment is due within 30 days



From **A2Z Design, LLC**
 103 W College Avenue
 Suite 905
 Appleton, WI 54911

Invoice ID **2145**
 Category **Branding**
 Issue Date **09/07/2016**
 Due Date **09/07/2016 (upon receipt)**
 Subject **FCEC • Brand Identity Design • DEPOSIT**

Invoice For **City of Appleton**
 Parks, Recreation & Facilities
 Management
 Attn: Dean Gazza, Director
 1819 E. Witzke Boulevard
 Appleton, WI 54911

Description	Amount
<p>Total estimated cost for Phase 1, Phase 2A and Phase 2B: \$11,000.00</p> <p>Deposit: \$5,500.00, 50% of project total cost, due upon signed agreement.</p> <p>Balance: \$5,500.00, remaining 50% of project total cost will be billed monthly for work completed to date or upon completion of the project, whichever comes first.</p>	<p>\$5,500.00</p>
<p>SCOPE OF WORK</p> <p>Phase 1: DISCOVERY • Kick-Off & A2Z Design Bootcamp Meetings; Discovery, R&D \$2,000.00 Initial meeting to collect data for reference, industry brand analysis (competitors, comparisons, best-in-the-biz), research & development (R&D), Q&A, key branding exercises and creative input garnered; next steps, detailed timeline determined.</p> <p>PHASE 1 INCLUDES:</p> <ul style="list-style-type: none"> • Kick-Off Meeting • R&D / Industry Brand Analysis • A2Z Design Bootcamp: Key branding exercises with key stakeholders • Creative Brief <p>Phase 2A: CREATION / DESIGN • Brand Development & Design \$7,500.00 Development, design and project management of a new brand / logo for Fox Cities Exhibition Center (FCEC); typefaces, color and support graphics developed.</p> <p>TAGLINE DEVELOPMENT: Development and design of a tagline positioning FCEC as the premier destination for exhibition space in the Fox Cities.</p> <p>PHASE 2A INCLUDES:</p> <ul style="list-style-type: none"> • Development and design of brand options (logo), tagline development, refinements, client selection and finalization. Includes: typefaces, color palette and secondary color palette, and support graphics • All digital files prepared, organized and delivered to client <p>Phase 2B: CREATION • Brand Standards / Usage Guidelines \$1,500.00</p> <p>PHASE 2B INCLUDES:</p> <ul style="list-style-type: none"> • Simple Brand Identity Guideline (PDF document and hard copy) 	<p>\$0.00</p>
<p>Amount Due</p>	<p>\$5,500.00</p>

Notes

Thank you for your business! Please remit to address above.

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OMNI Associates, Inc.
One Systems Drive
Appleton, WI 54914-1654
920-735-6900
Fax 920-830-6100

Dean Gazza
Appleton Parks, Recreation, & Facilities
Management
PO Box 2428
Appleton, WI 54912

OCT 12 2016

INVOICE
No. N2188B16_005-3
10/12/2016

Site Development Support
N2188B16_005

For Services Rendered Through 9/30/2016
Project Manager: Brian Wayner

Labor		Hours	Rate	Amount
Environmental Documentation				
Givens, Robert D	Engineer 5	1.50	\$98.00	\$147.00
Nadziejka, Brynley	Technician 1	30.50	\$55.00	\$1,677.50
Wayner, Brian	Engineer 5	87.50	\$98.00	\$8,575.00
Weis, Jason C	Engineer 4	20.00	\$95.00	\$1,900.00
Geotechnical/Borings				
Bolwerk, Timothy A	Engineer 6	18.50	\$120.00	\$2,220.00
Brittnacher, Don	Engineer 5	0.50	\$95.00	\$47.50
Coyne, Patrick	Technician (Materials Testing) 1	4.00	\$55.00	\$220.00
Nadziejka, Brynley	Technician 1	12.00	\$55.00	\$660.00
Weeks, Kyle	Engineer 1	39.75	\$85.00	\$3,378.75
Survey/Mapping				
Fuerst, Mark E	Technician 4	1.50	\$70.00	\$105.00
Kaczmarzyk, Anthony M	Surveyor 2	51.25	\$60.00	\$3,075.00
Kennedy, Kimberly M	Technician 2	31.25	\$60.00	\$1,875.00
Roeper, Jacob	Technician 1	10.50	\$50.00	\$525.00
Romenesko, Rick	Technician 1	5.00	\$48.00	\$240.00
Stoddard, Jared L	Technician 3	4.00	\$60.00	\$240.00
Wald, Joel T	Surveyor 3	64.50	\$85.00	\$5,482.50
Weeks, Kyle	Engineer 1	8.00	\$85.00	\$680.00
Yurk, David A	Surveyor 6	1.00	\$95.00	\$95.00
			Labor Total	\$31,143.25

Description	Qty	Unit Rate	Amount
-Wisconsin Dept of Natural Resources	1.00	\$550.00	\$550.00
-Wisconsin Dept of Natural Resources	1.00	\$1,350.00	\$1,350.00

Expenses

Permits, Fees, Titles	1.00	\$240.88	\$240.88
Survey/Mapping			
GPS	3.00	\$10.00	\$30.00
Mileage-OMNNI	170.00	\$.64	\$108.80
		Sub-total	\$2,279.68

Invoice Total \$33,422.93

Project Manager: Brian Wayner



Remit via Standard US Mail:
 Willis of Wisconsin, Inc.
 93033 Network Place
 Chicago, IL 60673-1930
 (920) 739-7711

INVOICE		No. 1584098
Due Upon Receipt		
Account Code	Total Due	Date
APPLETO-01	\$18,305.00	10/28/2016
Site ID:		

City of Appleton - Accounts Payable
 Attn: Human Resources
 PO Box 2428
 Appleton, WI 54912-2428

Please return this portion with your payment

Make checks payable to: Willis of Wisconsin, Inc.

Item #	Effective Date	Policy Number	Carrier	Amount
Description		Policy Period		
9224449	10/12/2016	0041-74-02	Federal Insurance Company	\$18,305.00
New Business		10/12/2016 to 10/15/2017		
Builders Risk - Exhibition Center				

Thank you for your business

Sub-Total: \$18,305.00

Total Due: \$18,305.00

ACH/WIRING INSTRUCTIONS

BANK NAME: Suntrust Bank, Atlanta, GA
 ABA#061000104 Acct#1000005445233
 ACCOUNT NAME: Willis of Wisconsin, Inc.
 PLEASE REFERENCE INVOICE NUMBER

4360, 6501

Willis Towers Watson (hereafter referred to as "WTW") is a member of a major international group of companies. In addition to the compensation received by WTW from insurers for placements of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by WTW corporate parents or affiliates), may earn and retain usual and customary commissions for their role in providing insurance products or services to clients under their separate contracts with insurers or reinsurers. The compensation that will be paid to WTW will vary based on the insurance contract it sells. Depending on the insurer and insurance contract you select, compensation may be paid by the insurer selling the insurance contract or by another third party. Such compensation may be contingent and may vary depending on a number of factors, including the insurance contract and insurer you select. In some cases, other factors such as the volume of business WTW provides to the insurer or the profitability of insurance contracts WTW provides to the insurer also may affect compensation. Upon request, WTW will provide you with additional information about the compensation WTW expects to receive based in whole or in part on your purchase of insurance.

Zimmerman

ARCHITECTURAL STUDIOS, INC

1000 North Lincoln Street, Appleton, WI 54912
Tel: 920.835.1100 Fax: 920.835.1101
www.zimmermanarch.com

City of Appleton
Dean Gaza
P. O. Box 2428
Appleton, WI 54912-2428

Invoice number 55540
Date 10/31/2016

Project 160087.00 FOX CITIES EXHIBITION
CENTER APPLETON

For Professional Services through October 23,2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Zimmerman	859,593.00	27.68	142,885.00	237,964.50	95,079.50
Fentress	220,000.00	62.50	135,000.00	137,500.00	2,500.00
Engineering Services	456,875.00	29.47	33,085.00	134,657.50	101,572.50
Other Consultants	133,856.00	5.51	1,530.00	7,378.00	5,848.00
Total	1,670,324.00	30.98	312,500.00	517,500.00	205,000.00

Reimbursables

	Units	Rate	Billed Amount
BILLABLE - Mileage			
HARWOOD ENGINEERING			
Lynn M. Kolb	21.00	0.54	11.34
Scott N. Justus	200.00	0.54	108.00
STEWART DESIGN ASSOC INC			
Taha Shawar	410.00	0.54	221.40
	Subtotal		578.34
BILLABLE - Parking			
John C. Sabinash			5.00
BILLABLE - Postage/Ship/Delivery			
UNITED PARCEL SERVICE			8.11
PERMITS AND FEES			
DSPS Fiscal Plans			425.00
WI DEPARTMENT OF NATURAL RESOURCES			140.00
	Subtotal		565.00
Reproductions			
ARC			95.04
HARWOOD ENGINEERING			50.69
	Subtotal		145.73
	Reimbursables subtotal		1,302.18
	Invoice total		206,302.18

NOV - 3 2016



...meeting community needs...enhancing quality of life.

DEPARTMENT OF FINANCE
P.O. BOX 2519
APPLETON, WI 54912-2519
(920) 832-6442

9a

Account#: 300-944-297
Service Address: 323 W LAWRENCE ST **DELETED ACCOUNT**
Property Key:31-2-0116-00

Date: 11/21/16
Receipt: 4602656

Received From: CITY OF APPLETON

Beginning
Balance: \$1621.13
Received:

CITY OF APPLETON
100 N APPLETON ST
APPLETON WI 54911

Checks:
Cash: \$1621.13
Total Pd: \$1621.13

Total Due: \$0.00

PAID IN FULL

Accounts are not considered paid until checks have cleared the financial institution.

UTL616
12/05/16

CITY OF APPLETON
ORIGINAL UTILITY BILLING DETAILS
GENERATED FOR BILLING DATE 11/07/16

KELLI

96
PAGE 1
12:26:09

Account#: 300-944-297
Customer Name: CITY OF APPLETON
100 N APPLETON ST
APPLETON WI 54911

Service Address: 323 W LAWRENCE ST
Due Date: 12/07/16
Billed From: 8/26/16 To: 10/27/16
Current Reading Cu ft:
Previous Reading Cu ft:
Water Consumption:

Current Reading Gal:
Previous Reading Gal:
Sewer Consumption:

Charge Category	Charge Type			Amount
700	STORMWATER SERVICES			
710	STORMWATER CHARGE	2-0116-00 08/26-10/27	16.5 ERU	441.43
700	STORMWATER PENALTY			40.25
795	PREVIOUS STORMWATER			1,179.70
Total Due:				\$1,661.38 1,621.13



...meeting community needs...enhancing quality of life.

DEPARTMENT OF FINANCE
P.O. BOX 2519
APPLETON, WI 54912-2519
(920) 832-6442

Account#: 394-246-400
Service Address: 320 W EIGHTH ST
Property Key:31-2-0126-00

Date: 11/21/16
Receipt: 4602657

Received From: CITY OF APPLETON

Beginning
Balance: \$95.55
Received:

OUTAGAMIE COUNTY
410 S WALNUT ST
APPLETON WI 54911

Checks:
Cash: \$95.55
Total Pd: \$95.55

Total Due: \$0.00

PAID IN FULL

Accounts are not considered paid until checks have cleared the financial institution.

UTL616
12/05/16

CITY OF APPLETON
ORIGINAL UTILITY BILLING DETAILS
GENERATED FOR BILLING DATE 5/31/16

KELLI

Account#: 394-246-400
Customer Name: OUTAGAMIE COUNTY
410 S WALNUT ST
APPLETON WI 54911

Service Address: 320 W EIGHTH ST
Due Date: 6/20/16
Billed From: 2/26/16 To: 5/25/16
Current Reading Cu ft:
Previous Reading Cu ft:
Water Consumption:

Current Reading Gal:
Previous Reading Gal:
Sewer Consumption:

Charge Category	Charge Type	Amount
700	STORMWATER SERVICES	
710	STORMWATER CHARGE 2-0126-00 02/26-05/25	2.5 ERU 95.55
Total Due:		\$95.55

UTL616
12/05/16

CITY OF APPLETON
ORIGINAL UTILITY BILLING DETAILS
GENERATED FOR BILLING DATE 2/29/16

KELLI

11a
PAGE 1
12:26:15

Account#: 300-944-297
Customer Name: OUTAGAMIE COUNTY
410 S WALNUT ST
APPLETON WI 54911

Service Address: 323 W LAWRENCE ST
Due Date: 3/21/16
Billed From: 11/25/15 To: 2/25/16
Current Reading Cu ft:
Previous Reading Cu ft:
Water Consumption:

Current Reading Gal:
Previous Reading Gal:
Sewer Consumption:

Charge Category	Charge Type				Amount
700	STORMWATER SERVICES				
	710 STORMWATER CHARGE	2-0116-00	11/25-02/25	10.3 ERU	406.78
	710 STORMWATER CHARGE	2-0126-01	11/25-02/25	3.7 ERU	146.12

Total Due: \$552.90

STW090R3
12/05/16

Storm Water Utility
Account Charge Inquiry

STW090D
12:27:14 116

Account#: 300-944-297 Service address: 323 W LAWRENCE ST

Property key: 2-0116-00
Property address: 355 W LAWRENCE ST

Bill date: 2/29/16

From	To	Days	Standard Daily Rate	Discounted Daily Rate	ERUs	Charge Amount
11/25/15	2/25/16	93	.424657534	.000000000	10.3	406.78

Account type:	C	Billed living units:	
Tax Exempt code:	Y	Impervious Building area:	
Discount percent:		Impervious Other area:	24,375
Calc. Method:	2	Impervious Total area:	24,375

F1 - enter new account. F9 - Storm Notepad. Enter - Return to charge list.

STW090R3
12/05/16

Storm Water Utility
Account Charge Inquiry

STW090D
12:27:20 116

Account#: 300-944-297 Service address: 323 W LAWRENCE ST

Property key: 2-0126-01
Property address: S ELM ST

Bill date: 2/29/16

From	To	Days	Standard Daily Rate	Discounted Daily Rate	ERUs	Charge Amount
11/25/15	2/25/16	93	.424657534		3.7	146.12

Account type:	C	Billed living units:	
Tax Exempt code:		Impervious Building area:	
Discount percent:		Impervious Other area:	8,721
Calc. Method:	2	Impervious Total area:	8,721

F1 - enter new account. F9 - Storm Notepad. Enter - Return to charge list.

UTL616
12/05/16

CITY OF APPLETON
ORIGINAL UTILITY BILLING DETAILS
GENERATED FOR BILLING DATE 2/29/16

KELLI

12a
PAGE 1
12:24:06

Account#: 394-246-400
Customer Name: OUTAGAMIE COUNTY
410 S WALNUT ST
APPLETON WI 54911

Service Address: 320 W EIGHTH ST
Due Date: 3/21/16
Billed From: 11/25/15 To: 2/25/16
Current Reading Cu ft:
Previous Reading Cu ft:
Water Consumption:

Current Reading Gal:
Previous Reading Gal:
Sewer Consumption:

Charge Category	Charge Type			Amount
700	STORMWATER SERVICES			
	710 STORMWATER CHARGE	2-0126-00	11/25-02/25	2.5 ERU 98.73

Total Due: \$98.73

STW090R3
12/05/16

Storm Water Utility
Account Charge Inquiry

STW090D
12:24:57 126

Account#: 394-246-400 Service address: 320 W EIGHTH ST

Property key: 2-0126-00
Property address: V W EIGHTH ST

Bill date: 2/29/16

From	To	Days	Standard Daily Rate	Discounted Daily Rate	ERUs	Charge Amount
11/25/15	2/25/16	93	.424657534	.000000000	2.5	98.73

Account type:	C	Billed living units:	
Tax Exempt code:	Y	Impervious Building area:	
Discount percent:		Impervious Other area:	5,871
Calc. Method:	2	Impervious Total area:	5,871

F1 - enter new account. F9 - Storm Notepad. Enter - Return to charge list.

zimmerman

ARCHITECTURAL STUDIOS, INC.

100 West Main Street, Appleton, WI 54912
 Phone: (920) 836-1100
 Fax: (920) 836-1101
 Email: info@zimmermanstudio.com

City of Appleton
 Dean Gaza
 P. O. Box 2428
 Appleton, WI 54912-2428

Invoice number 55726
 Date 11/22/2016

Project 160087.00 FOX CITIES EXHIBITION
 CENTER APPLETON

For Professional Services through November 13,2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Zimmerman	859,593.00	37.65	237,964.50	323,639.62	85,675.12
Fentress	220,000.00	69.53	137,500.00	152,960.00	15,460.00
Engineering Services	456,875.00	54.51	134,657.50	249,047.50	114,390.00
Other Consultants	133,856.00	12.59	7,378.00	16,852.88	9,474.88
Total	1,670,324.00	44.45	517,500.00	742,500.00	225,000.00

Reimbursables

	Units	Rate	Billed Amount
BILLABLE - Meals			
Jack Blume			12.96
BILLABLE - Postage/Ship/Delivery			
UNITED PARCEL SERVICE			7.64
Reproductions			
ARC			42.14
HARWOOD ENGINEERING			14.57
Subtotal			56.71
Reimbursables subtotal			77.31

Invoice total **225,077.31**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55726	11/22/2016	225,077.31	225,077.31				
	Total	225,077.31	225,077.31	0.00	0.00	0.00	0.00

Payment is due within 30 days



INVOICE
 Confidential Information
 Attorney-Client Privilege

City of Appleton
 Attn: Karen Harkness
 100 N. Appleton Street
 Appleton, WI 54911

Invoice Date: November 15, 2016
 Matter No. 010953-00012

Re: Financing of Fox Cities Exhibition Center

Pursuant to the engagement agreement dated September 2, 2016:	\$40,000.00
BALANCE DUE	\$40,000.00

Please remit payment to:

von Briesen & Roper, s.c.
 Attn: Benjamin LaFrombois, Esq.
 100 W. Lawrence Street, Suite 106
 Appleton, WI 54911

27551881_1.DOCX



INVOICE

Karen Harkness
 City of Appleton
 100 N. Appleton Street
 Appleton, WI 54911

Invoice Date: September 1, 2016
 Matter No. 010953-00013

Re: Borrowing Capacity Analysis

Provide estimates of borrowing capacity of the room tax allocated to the Fox Cities Exhibition Center, as collected through the second quarter of calendar year 2016	\$4000.00
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BALANCE DUE	\$4000.00
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Please remit payment to:

von Briesen & Roper, s.c.
 100 W. Lawrence Street
 Suite 106
 Appleton, WI 54911

27189811_1.DOCX

ENGINEERING
ARCHITECTURE
ENVIRONMENTAL



OMNI Associates, Inc.
One Systems Drive
Appleton, WI 54914-1654
920-735-6900
Fax 920-830-6100

Dean Gazza
Appleton Parks, Recreation, & Facilities
Management
PO Box 2428
Appleton, WI 54912

INVOICE
No. N2188B16_005-4
11/21/2016

Site Development Support
N2188B16_005

For Services Rendered Through 10/31/2016
Project Manager: Brian Wayner

Labor		Hours	Rate	Amount
Environmental Documentation				
Brittnacher, Don	Engineer 5	4.00	\$95.00	\$380.00
Nadziejka, Brynley	Technician 1	8.75	\$55.00	\$481.25
Wayner, Brian	Engineer 5	20.25	\$98.00	\$1,984.50
Weis, Jason C	Engineer 4	3.50	\$95.00	\$332.50
Environmental Fieldwork				
Brittnacher, Don	Engineer 5	3.75	\$95.00	\$356.25
Wayner, Brian	Engineer 5	6.25	\$98.00	\$612.50
Geotechnical/Borings				
Bolwerk, Timothy A	Engineer 6	50.25	\$120.00	\$6,030.00
Weeks, Kyle	Engineer 1	4.00	\$85.00	\$340.00
Survey/Mapping				
Kaczmarzyk, Anthony M	Surveyor 2	11.25	\$60.00	\$675.00
			Labor Total	\$11,192.00

Description	Qty	Unit Rate	Amount
Expenses			
GPS	9.00	\$10.00	\$90.00
Mileage-Bolwerk, Timothy A	42.00	\$.54	\$22.68
Mileage-Nadziejka, Brynley	29.00	\$.54	\$15.66
Mileage-OMNI Vehicle	97.00	\$.80	\$77.60
Robotic Total Station (2-hr Min)	8.00	\$10.00	\$80.00
			Sub-total
			\$285.94

Invoice Total \$11,477.94

NOV 21 2016

AMERICAN AIR ENVIRONMENTAL
SVCS, INC.

49 West 11th Avenue
Oshkosh, WI 54902-6009

Invoice

DATE	INVOICE #
11/16/2016	2161106

BILL TO
City of Appleton Attn: Dean Gazza Parks, Recreation & Facilities Mgmt 1819 Witzke Blvd Appleton, WI 54811-8401

P.O. NO.	TERMS	DUE DATE
	Due on receipt	11/16/2016

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	Fox Cities Expo Professional Services - onsite clean-up and waste disposal of steam piping Work completed 11/14/2016 NOV 16 2016	1,200.00	1,200.00
Thank you for your business!		Total	\$1,200.00

A SERVICE CHARGE OF 1 1/2% PER MONTH (18% PER ANNUM) MAY BE CHARGED ON ALL ACCOUNTS OVER 30 DAYS OLD FROM DATE OF INVOICE.

Phone #	Fax #	E-mail
(920) 233-7577	(920) 233-7671	gayle@aaes.com