

# AGENDA

## FOX CITIES HOTEL ROOM TAX COMMISSION

March 20, 2017

3:00 pm

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

Call to order	Bruce Sherman
Roll call of membership	Bruce Sherman
Approval of December Minutes	Bruce Sherman
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 <ol style="list-style-type: none"> <li>1. 2016 Annual Report</li> <li>2. 2017 Strategic Plan of Work</li> <li>3. 2016 Audit</li> <li>4. Required State of WI Reporting Documents</li> </ol>	Pam Seidl
Old Business <ol style="list-style-type: none"> <li>1. Bylaws</li> <li>2. \$300 per Commissioner Payment Status</li> </ol>	Bruce Sherman
New Business <ol style="list-style-type: none"> <li>1. Summary of Administrative Expenses</li> <li>2. Draft of Room Tax Commission Annual Report</li> <li>3. Herrling Clark Invoice</li> </ol>	Pam Seidl Pam Seidl Bruce Sherman
Adjournment	Bruce Sherman

Upcoming meeting dates (all at the CVB) –  
June 19, 2017 at 3:00pm

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

## Fox Cities Hotel Room Tax Commission 2016 Appointments

Term Started	Term Expires	Commissioner	Represents	Address	Phone	Email
January 2016	1 year January 2017	Karen Harkness	City of Appleton	100 N. Appleton St. Appleton WI 54911	920-832-6408	<a href="mailto:karen.harkness@appleton.org">karen.harkness@appleton.org</a>
January 2016	1 year January 2017	Tony Saucerman	City of Appleton	100 N. Appleton St. Appleton WI 54911	920-832-6440	<a href="mailto:tony.saucerman@appleton.org">tony.saucerman@appleton.org</a>
January 2016	1 year January 2017	Jay Schumerth Radisson Paper Valley	City of Appleton	333 W. College Ave. Appleton WI 54911	920-733-8000 Ext. 1660	<a href="mailto:jays@radissonpapervalley.com">jays@radissonpapervalley.com</a>
January 2016	1 year January 2017	Bruce Sherman	Town of Grand Chute	1900 W. Grand Chute Blvd Grand Chute WI 54913	920-739-9323	<a href="mailto:bruce.sherman@grandchute.net">bruce.sherman@grandchute.net</a>
January 2016	1 year January 2017	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd Grand Chute WI 54913	920-731-8645	<a href="mailto:jim.march@grandchute.net">jim.march@grandchute.net</a>
January 2016	1 year January 2017	Jeff Nooyen	Town of Grand Chute	1900 W. Grand Chute Blvd Grand Chute WI 54913	920-738-7724	<a href="mailto:jeff.nooyen@grandchute.net">jeff.nooyen@grandchute.net</a>
January 2016	1 year January 2017	Mike Easker	City of Neenah	211 Walnut St. Neenah WI 54956	920-886-6140	<a href="mailto:measker@ci.neenah.wi.us">measker@ci.neenah.wi.us</a>
January 2016	1 year January 2017	Wayne Streck	City of Neenah	516 E. Forest Ave. Neenah WI 54956	920-252-0516	<a href="mailto:wcstreck@gmail.com">wcstreck@gmail.com</a>
January 2016	1 year January 2017	Adam Hammatt	Village of Kimberly	515 W. Kimberly Ave. Kimberly WI 54136	920-788-7500	<a href="mailto:ahammatt@vokimberly.org">ahammatt@vokimberly.org</a>
January 2016	1 year January 2017	Brittany Johnson	Village of Kimberly	720 Eisenhower Dr. Kimberly WI 54136	920-730-1900	Brittany.johnson4@hilton.com
January 2016	1 year January 2017	Lee Meyerhoffer	City of Kaukauna	903 Shamrock Ct. Kaukauna WI 54130	920-360-0400 920-766-0195	<a href="mailto:lee.meyerhofer@kaukauna-wi.org">lee.meyerhofer@kaukauna-wi.org</a>
January 2016	1 year January 2017	Teri Matheny	Village of Little Chute	108 W. Main St. Little Chute WI 54140	920-423-3855	<a href="mailto:teri@littlechutewi.org">teri@littlechutewi.org</a>
January 2016	1 year January 2017	Thomas Wilde	Town of Neenah	163 Kuettel Ct. Neenah WI 54956	920-725-0014	<a href="mailto:twilde@new.rr.com">twilde@new.rr.com</a>
January 2016	1 year January 2017	George Dearborn	Town of Menasha	2000 Municipal Dr. Neenah WI 54956	920-720-7104	<a href="mailto:gdearborn@town-menasha.com">gdearborn@town-menasha.com</a>
January 2016	1 year January 2017	Peggy Steeno	City of Menasha	140 Main St. Menasha WI 54952	920-967-3630	<a href="mailto:psteeno@ci.menasha.wi.us">psteeno@ci.menasha.wi.us</a>
January 2016	1 year January 2017	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd. Sherwood WI 54169	920-989-1760	<a href="mailto:bobmarbenz7@aol.com">bobmarbenz7@aol.com</a>
January 2016	1 year January 2017	Deb Johnson	Hotelier	300 West College Ave. Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
January 2016	1 year January 2017	Chuck Gifford	Hotelier	3809 W. Wisconsin Ave. Appleton, WI 54914	(920) 730-3800	cgifford@wiscohoteles.com

**FOX CITIES ROOM TAX COMMISSION  
MEETING MINUTES**

**DATE:** December 12, 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, Bob Benz, Deb Johnson, Lee Meyhoffer, Jim March, Thomas Wilde, Jay Schumerth

**EXCUSED:** Peggy Steeno, Chuck Gifford, Wayne Streck

**STAFF:** Pam Seidl, Kim Tisler

- I. **CALL TO ORDER:** Mr. Hammatt called the meeting to order at 3:00pm.
- II. **MINUTES:** Minutes of the September 2016 meeting were mailed in advance. **Mr. Easker moved approval of the September minutes as presented. Second by Mr. Dearborn. Motion carried.**
- III. **FINANCIAL REPORT:** Ms. Seidl reviewed the Commission's financial position as of December 9, 2016, which included room tax collections through the third quarter of the year. The City of Kaukauna's third quarter room tax remains outstanding. Occupancy for the year continues to remain above original projections so room tax collections for the year should finish strong. **Mr. Benz moved approval of the financial report as presented. Second by Mr. Dearborn. Motion carried.**
- IV. **EXHIBITION CENTER PROJECT:** Ms. Harkness gave a status update on the expo center. Site work has begun. An update of bid packets received and a third to go out in the coming weeks, along with financing and website progress was provided.  
  
Mr. Easker asked for a report on expo center expenses paid to date. A report will be provided at the next meeting of the commission.
- 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. Ms. Harkness reminded

everyone that bond payments are made on an annual basis so there isn't a need to report on the status of the PAC bonds at every meeting of the commission.

- VI. **CVB REPORT:** The Bureau's sales teams are booking expo center events into 2017 and 2018 with a strong response from meeting planners. Staff is taking a cautiously optimistic approach to business in 2017. The Bureau's 2017 Plan of Work should be completed in January of 2017, and it will be presented at the next meeting of the commission.
- VII. **OLD BUSINESS:** The bylaw draft is being reviewed by Herrling Clark Law Firm. Upon review, the draft will go back to the commission task force and then to the entire committee for final review and approval. A not to exceed agreement of no more than \$2,500 is in place with regard to legal fees incurred in reviewing the bylaws.

A majority of the \$300 per member fee for representation from each municipality has been collected. The City of Neenah and the City of Kaukauna have yet to pay. Mr. Easker mentioned the need for a Form W-9 from the Fox Cities Room Tax Commission in order to pay the amount owed by the City of Neenah. It was explained that, since the Fox Cities Room Tax Commission is not an established entity, the Fox Cities Convention & Visitors Bureau's W-9 will have to suffice.

- VIII. **NEW BUSINESS:** The City of Appleton has requested a second payment of \$823,404.31 for expenses related to the Fox Cities Exhibition Center. **Mr. Dearborn moved to approve payment of the expenditures. Second by Mr. Sherman. Motion carried.**
- IX. **ADJOURNMENT: Mr. Benz moved for to adjourn the meeting. Second by Mr. Benz. Motion carried.**

**Next Meeting:**

**Monday, March 20 at 3 p.m.**

**Hotel/Motel Transient Room Tax Remittance 2016 - 1st Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 2,969,714.57	\$ 6,159,237.03	\$ 69,017.00	\$ 914,855.13	\$ 357,537.17	\$ 1,670.00	\$ 4,581.88	\$ 994,334.78	\$ -	\$ -	\$ 11,470,947.56
<b>Room tax receipts for quarter</b>	<b>\$ 296,971.46</b>	<b>\$ 615,923.70</b>	<b>\$ 6,901.70</b>	<b>\$ 91,485.51</b>	<b>\$ 35,753.72</b>	<b>\$ 167.00</b>	<b>\$ 458.19</b>	<b>\$ 99,433.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,147,094.76</b>
CVB Allocation	\$ 89,091.44	\$ 184,777.11	\$ 2,070.51	\$ 27,445.65	\$ 10,726.12	\$ 50.10	\$ 137.46	\$ 29,830.04	\$ -	\$ -	\$ 344,128.43
LESS amount retained by municipality	\$ 4,454.57	\$ 9,238.86	\$ 103.53	\$ 1,372.28	\$ 536.31	\$ 2.51	\$ 6.87	\$ 1,491.50	\$ -	\$ -	\$ 17,206.42
<b>Net CVB allocation</b>	<b>\$ 84,636.87</b>	<b>\$ 175,538.26</b>	<b>\$ 1,966.98</b>	<b>\$ 26,073.37</b>	<b>\$ 10,189.81</b>	<b>\$ 47.60</b>	<b>\$ 130.58</b>	<b>\$ 28,338.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 326,922.01</b>
<b>Exhibition Center allocation</b>	<b>\$ 89,091.44</b>	<b>\$ 184,777.11</b>	<b>\$ 2,070.51</b>	<b>\$ 27,445.65</b>	<b>\$ 10,726.12</b>	<b>\$ 50.10</b>	<b>\$ 137.46</b>	<b>\$ 29,830.04</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 344,128.43</b>
<b>Tourism Facility allocation</b>	<b>\$ 29,697.15</b>	<b>\$ 61,592.37</b>	<b>\$ 690.17</b>	<b>\$ 9,148.55</b>	<b>\$ 3,575.37</b>	<b>\$ 16.70</b>	<b>\$ 45.83</b>	<b>\$ 9,943.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,709.49</b>
Total remitted to CVB	\$ 203,425.45	\$ 421,907.74	\$ 4,727.66	\$ 62,667.58	\$ 24,491.30	\$ 114.40	\$ 313.87	\$ 68,111.93	\$ -	\$ -	\$ 785,759.92
<b>PAC allocation (remitted to Associated</b>	<b>\$ 59,394.29</b>	<b>\$ 123,184.74</b>	<b>\$ 1,380.34</b>	<b>\$ 18,297.10</b>	<b>\$ 7,150.74</b>	<b>\$ 33.40</b>	<b>\$ 91.64</b>	<b>\$ 19,886.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,418.95</b>
Municipality allocation to be retained by municipality	\$ 29,697.15	\$ 61,592.37	\$ 690.17	\$ 9,148.55	\$ 3,575.37	\$ 16.70	\$ 45.82	\$ 9,943.35	\$ -	\$ -	\$ 114,709.48
Municipality portion of CVB allocation	\$ 4,454.57	\$ 9,238.86	\$ 103.53	\$ 1,372.28	\$ 536.31	\$ 2.51	\$ 6.87	\$ 1,491.50	\$ -	\$ -	\$ 17,206.42
<b>Total Amount retained by Municipality</b>	<b>\$ 34,151.72</b>	<b>\$ 70,831.23</b>	<b>\$ 793.70</b>	<b>\$ 10,520.83</b>	<b>\$ 4,111.68</b>	<b>\$ 19.21</b>	<b>\$ 52.69</b>	<b>\$ 11,434.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,915.90</b>

<b>Net CVB allocation</b>	\$ 326,922.01
<b>Exhibition Center allocation</b>	\$ 344,128.43
<b>Tourism Facility allocation</b>	\$ 114,709.49
<b>PAC allocation (remitted to Associated</b>	\$ 229,418.95
<b>Total Amount retained by Municipality</b>	\$ 131,915.90
<b>Total</b>	<b>\$ 1,147,094.77</b>

**Hotel/Motel Transient Room Tax Remittance 2016 - 2nd Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,635,492.50	\$ 7,286,864.50	\$ 108,663.00	\$ 1,127,767.52	\$ 385,653.83	\$ 6,664.00	\$ 3,669.39	\$ 1,256,356.45	\$ -	\$ -	\$ 13,811,131.19
<b>Room tax receipts for quarter</b>	<b>\$ 363,549.25</b>	<b>\$ 728,686.45</b>	<b>\$ 10,866.30</b>	<b>\$ 112,776.75</b>	<b>\$ 38,565.38</b>	<b>\$ 666.40</b>	<b>\$ 366.94</b>	<b>\$ 125,635.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,381,113.12</b>
CVB Allocation	\$ 109,064.78	\$ 218,605.94	\$ 3,259.89	\$ 33,833.03	\$ 11,569.61	\$ 199.92	\$ 110.08	\$ 37,690.69	\$ -	\$ -	\$ 414,333.94
LESS amount retained by municipality	\$ 5,453.24	\$ 10,930.30	\$ 162.99	\$ 1,691.65	\$ 578.48	\$ 10.00	\$ 5.50	\$ 1,884.53	\$ -	\$ -	\$ 20,716.70
<b>Net CVB allocation</b>	<b>\$ 103,611.54</b>	<b>\$ 207,675.64</b>	<b>\$ 3,096.90</b>	<b>\$ 32,141.37</b>	<b>\$ 10,991.13</b>	<b>\$ 189.92</b>	<b>\$ 104.58</b>	<b>\$ 35,806.16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 393,617.24</b>
<b>Exhibition Center allocation</b>	<b>\$ 109,064.78</b>	<b>\$ 218,605.94</b>	<b>\$ 3,259.89</b>	<b>\$ 33,833.03</b>	<b>\$ 11,569.61</b>	<b>\$ 199.92</b>	<b>\$ 110.08</b>	<b>\$ 37,690.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 414,333.94</b>
<b>Tourism Facility allocation</b>	<b>\$ 36,354.93</b>	<b>\$ 72,868.65</b>	<b>\$ 1,086.63</b>	<b>\$ 11,277.68</b>	<b>\$ 3,856.54</b>	<b>\$ 66.64</b>	<b>\$ 36.69</b>	<b>\$ 12,563.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,111.31</b>
Total remitted to CVB	\$ 249,031.24	\$ 499,150.22	\$ 7,443.42	\$ 77,252.08	\$ 26,417.29	\$ 456.48	\$ 251.35	\$ 86,060.42	\$ -	\$ -	\$ 946,062.49
<b>PAC allocation (remitted to Associated</b>	<b>\$ 72,709.85</b>	<b>\$ 145,737.29</b>	<b>\$ 2,173.26</b>	<b>\$ 22,555.35</b>	<b>\$ 7,713.08</b>	<b>\$ 133.28</b>	<b>\$ 73.39</b>	<b>\$ 25,127.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 276,222.62</b>
Municipality allocation to be retained by municipality	\$ 36,354.93	\$ 72,868.65	\$ 1,086.63	\$ 11,277.68	\$ 3,856.54	\$ 66.64	\$ 36.69	\$ 12,563.56	\$ -	\$ -	\$ 138,111.31
allocation	\$ 5,453.24	\$ 10,930.30	\$ 162.99	\$ 1,691.65	\$ 578.48	\$ 10.00	\$ 5.50	\$ 1,884.53	\$ -	\$ -	\$ 20,716.70
<b>Municipality</b>	<b>\$ 41,808.16</b>	<b>\$ 83,798.94</b>	<b>\$ 1,249.62</b>	<b>\$ 12,969.33</b>	<b>\$ 4,435.02</b>	<b>\$ 76.64</b>	<b>\$ 42.20</b>	<b>\$ 14,448.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,828.01</b>

<b>Net CVB allocation</b>	\$ 393,617.24
<b>Exhibition Center allocation</b>	\$ 414,333.94
<b>Tourism Facility allocation</b>	\$ 138,111.31
<b>Associated</b>	\$ 276,222.62
<b>Municipality</b>	\$ 158,828.01
<b>Total</b>	<b>\$ 1,381,113.12</b>

**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	\$ 148,010.00	\$ 1,532,932.83	\$ 512,267.58	\$ 8,191.00	\$ 2,771.02	\$ 1,487,632.74	\$ 1,457.50	\$ -	\$ 18,246,741.55
<b>Room tax receipts for quarter</b>	<b>\$ 443,550.24</b>	<b>\$ 1,011,797.65</b>	<b>\$ 14,801.00</b>	<b>\$ 153,293.28</b>	<b>\$ 51,226.76</b>	<b>\$ 819.10</b>	<b>\$ 277.10</b>	<b>\$ 148,763.27</b>	<b>\$ 145.75</b>	<b>\$ -</b>	<b>\$ 1,824,674.16</b>
CVB Allocation	\$ 133,065.07	\$ 303,539.29	\$ 4,440.30	\$ 45,987.98	\$ 15,368.03	\$ 245.73	\$ 83.13	\$ 44,628.98	\$ 43.73	\$ -	\$ 547,402.25
LESS amount retained by municipality	\$ 6,653.25	\$ 15,176.96	\$ 222.02	\$ 2,299.40	\$ 768.40	\$ 12.29	\$ 4.16	\$ 2,231.45	\$ 2.19	\$ -	\$ 27,370.11
<b>Net CVB allocation</b>	<b>\$ 126,411.82</b>	<b>\$ 288,362.33</b>	<b>\$ 4,218.29</b>	<b>\$ 43,688.59</b>	<b>\$ 14,599.63</b>	<b>\$ 233.44</b>	<b>\$ 78.97</b>	<b>\$ 42,397.53</b>	<b>\$ 41.54</b>	<b>\$ -</b>	<b>\$ 520,032.13</b>
<b>Exhibition Center allocation</b>	<b>\$ 133,065.07</b>	<b>\$ 303,539.29</b>	<b>\$ 4,440.30</b>	<b>\$ 45,987.98</b>	<b>\$ 15,368.03</b>	<b>\$ 245.73</b>	<b>\$ 83.13</b>	<b>\$ 44,628.98</b>	<b>\$ 43.73</b>	<b>\$ -</b>	<b>\$ 547,402.25</b>
<b>Tourism Facility allocation</b>	<b>\$ 44,355.02</b>	<b>\$ 101,179.76</b>	<b>\$ 1,480.10</b>	<b>\$ 15,329.33</b>	<b>\$ 5,122.68</b>	<b>\$ 81.91</b>	<b>\$ 27.71</b>	<b>\$ 14,876.33</b>	<b>\$ 14.58</b>	<b>\$ -</b>	<b>\$ 182,467.42</b>
Total remitted to CVB	\$ 303,831.91	\$ 693,081.39	\$ 10,138.69	\$ 105,005.90	\$ 35,090.33	\$ 561.08	\$ 189.81	\$ 101,902.84	\$ 99.84	\$ -	\$ 1,249,901.80
<b>PAC allocation (remitted to Associated</b>	<b>\$ 88,710.05</b>	<b>\$ 202,359.53</b>	<b>\$ 2,960.20</b>	<b>\$ 30,658.66</b>	<b>\$ 10,245.35</b>	<b>\$ 163.82</b>	<b>\$ 55.42</b>	<b>\$ 29,752.65</b>	<b>\$ 29.15</b>	<b>\$ -</b>	<b>\$ 364,934.83</b>
municipality	\$ 44,355.02	\$ 101,179.76	\$ 1,480.10	\$ 15,329.33	\$ 5,122.68	\$ 81.91	\$ 27.71	\$ 14,876.33	\$ 14.58	\$ -	\$ 182,467.42
Municipality portion of CVB allocation	\$ 6,653.25	\$ 15,176.96	\$ 222.02	\$ 2,299.40	\$ 768.40	\$ 12.29	\$ 4.16	\$ 2,231.45	\$ 2.19	\$ -	\$ 27,370.11
<b>Total Amount retained by Municipality</b>	<b>\$ 51,008.28</b>	<b>\$ 116,356.73</b>	<b>\$ 1,702.12</b>	<b>\$ 17,628.73</b>	<b>\$ 5,891.08</b>	<b>\$ 94.20</b>	<b>\$ 31.87</b>	<b>\$ 17,107.78</b>	<b>\$ 16.76</b>	<b>\$ -</b>	<b>\$ 209,837.53</b>

<b>Net CVB allocation</b>	\$ 520,032.13
<b>Exhibition Center allocation</b>	\$ 547,402.25
<b>Tourism Facility allocation</b>	\$ 182,467.42
<b>PAC allocation (remitted to Associated</b>	\$ 364,934.83
<b>Total Amount retained by Municipality</b>	<u>\$ 209,837.53</u>
<b>Total</b>	<b>\$ 1,824,674.16</b>

**Hotel/Motel Transient Room Tax - 4th Quarter 2016**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Tw Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,635,640.71	\$ 7,738,204.64	\$ 118,980.00	\$ 1,193,816.33	\$ 442,511.29	\$ 2,819.00	\$ 2,366.75	\$ 1,175,398.88	\$ 270.00		\$ 14,310,007.60
<b>Room tax receipts for quarter</b>	<b>\$ 363,564.07</b>	<b>\$ 773,820.46</b>	<b>\$ 11,898.00</b>	<b>\$ 119,381.63</b>	<b>\$ 44,251.13</b>	<b>\$ 281.90</b>	<b>\$ 236.68</b>	<b>\$ 117,539.89</b>	<b>\$ 27.00</b>	<b>\$ -</b>	<b>\$ 1,431,000.76</b>
CVB Allocation	\$ 109,069.22	\$ 232,146.14	\$ 3,569.40	\$ 35,814.49	\$ 13,275.34	\$ 84.57	\$ 71.00	\$ 35,261.97	\$ 8.10	\$ -	\$ 429,300.23
LESS amount retained by municipality	\$ 5,453.46	\$ 11,607.31	\$ 178.47	\$ 1,790.72	\$ 663.77	\$ 4.23	\$ 3.55	\$ 1,763.10	\$ 0.41	\$ -	\$ 21,465.01
<b>Net CVB allocation</b>	<b>\$ 103,615.76</b>	<b>\$ 220,538.83</b>	<b>\$ 3,390.93</b>	<b>\$ 34,023.77</b>	<b>\$ 12,611.57</b>	<b>\$ 80.34</b>	<b>\$ 67.45</b>	<b>\$ 33,498.87</b>	<b>\$ 7.70</b>	<b>\$ -</b>	<b>\$ 407,835.22</b>
<b>Exhibition Center allocation</b>	<b>\$ 109,069.22</b>	<b>\$ 232,146.14</b>	<b>\$ 3,569.40</b>	<b>\$ 35,814.49</b>	<b>\$ 13,275.34</b>	<b>\$ 84.57</b>	<b>\$ 71.00</b>	<b>\$ 35,261.97</b>	<b>\$ 8.10</b>	<b>\$ -</b>	<b>\$ 429,300.23</b>
<b>Tourism Facility allocation</b>	<b>\$ 36,356.41</b>	<b>\$ 77,382.05</b>	<b>\$ 1,189.80</b>	<b>\$ 11,938.16</b>	<b>\$ 4,425.11</b>	<b>\$ 28.19</b>	<b>\$ 23.67</b>	<b>\$ 11,753.99</b>	<b>\$ 2.70</b>	<b>\$ -</b>	<b>\$ 143,100.08</b>
Total remitted to CVB	\$ 249,041.39	\$ 530,067.02	\$ 8,150.13	\$ 81,776.42	\$ 30,312.02	\$ 193.10	\$ 162.12	\$ 80,514.82	\$ 18.50	\$ -	\$ 980,235.52
<b>PAC allocation (remitted to Associated</b>	<b>\$ 72,712.81</b>	<b>\$ 154,764.09</b>	<b>\$ 2,379.60</b>	<b>\$ 23,876.33</b>	<b>\$ 8,850.23</b>	<b>\$ 56.38</b>	<b>\$ 47.34</b>	<b>\$ 23,507.98</b>	<b>\$ 5.40</b>	<b>\$ -</b>	<b>\$ 286,200.15</b>
municipality	\$ 36,356.41	\$ 77,382.05	\$ 1,189.80	\$ 11,938.16	\$ 4,425.11	\$ 28.19	\$ 23.67	\$ 11,753.99	\$ 2.70	\$ -	\$ 143,100.08
Municipality portion of CVB allocation	\$ 5,453.46	\$ 11,607.31	\$ 178.47	\$ 1,790.72	\$ 663.77	\$ 4.23	\$ 3.55	\$ 1,763.10	\$ 0.41	\$ -	\$ 21,465.01
<b>Total Amount retained by Municipality</b>	<b>\$ 41,809.87</b>	<b>\$ 88,989.35</b>	<b>\$ 1,368.27</b>	<b>\$ 13,728.89</b>	<b>\$ 5,088.88</b>	<b>\$ 32.42</b>	<b>\$ 27.22</b>	<b>\$ 13,517.09</b>	<b>\$ 3.11</b>	<b>\$ -</b>	<b>\$ 164,565.09</b>

<b>Net CVB allocation</b>	\$ 407,835.22
<b>Exhibition Center allocation</b>	\$ 429,300.23
<b>Tourism Facility allocation</b>	\$ 143,100.08
<b>PAC allocation (remitted to Associated</b>	\$ 286,200.15
<b>Total Amount retained by Municipality</b>	<u>\$ 164,565.09</u>
<b>Total</b>	<b>\$ 1,431,000.76</b>



**Hotel/Motel Transient Room Tax Remittance 2016 - Year to Date Summary by Municipality**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Tw Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 14,676,350.17	\$ 31,302,282.66	\$ 444,670.00	\$ 4,769,371.81	\$ 1,697,969.87	\$ 19,344.00	\$ 13,389.04	\$ 4,913,722.85	\$ 1,727.50	\$ -	\$ 57,838,827.90
<b>Room tax receipts for quarter</b>	\$ 1,467,635.02	\$ 3,130,228.27	\$ 44,467.00	\$ 476,937.18	\$ 169,796.99	\$ 1,934.40	\$ 1,338.90	\$ 491,372.29	\$ 172.75	\$ -	\$ <b>5,783,882.79</b>
CVB Allocation	\$ 440,290.51	\$ 939,068.48	\$ 13,340.10	\$ 143,081.15	\$ 50,939.10	\$ 580.32	\$ 401.67	\$ 147,411.69	\$ 51.83	\$ -	\$ 1,735,164.84
LESS amount retained by municipality	\$ 22,014.53	\$ 46,953.42	\$ 667.01	\$ 7,154.06	\$ 2,546.95	\$ 29.02	\$ 20.08	\$ 7,370.58	\$ 2.59	\$ -	\$ 86,758.24
<b>Net CVB allocation</b>	\$ 418,275.98	\$ 892,115.06	\$ 12,673.10	\$ 135,927.10	\$ 48,392.14	\$ 551.30	\$ 381.59	\$ 140,041.10	\$ 49.23	\$ -	\$ <b>1,648,406.60</b>
<b>Exhibition Center allocation</b>	\$ 440,290.51	\$ 939,068.48	\$ 13,340.10	\$ 143,081.15	\$ 50,939.10	\$ 580.32	\$ 401.67	\$ 147,411.69	\$ 51.83	\$ -	\$ <b>1,735,164.84</b>
<b>Tourism Facility allocation</b>	\$ 146,763.50	\$ 313,022.83	\$ 4,446.70	\$ 47,693.72	\$ 16,979.70	\$ 193.44	\$ 133.90	\$ 49,137.23	\$ 17.28	\$ -	\$ <b>578,388.29</b>
Total remitted to CVB	\$ 1,005,329.99	\$ 2,144,206.36	\$ 30,459.90	\$ 326,701.97	\$ 116,310.94	\$ 1,325.06	\$ 917.16	\$ 336,590.02	\$ 118.33	\$ -	\$ 3,961,959.72
<b>PAC allocation (remitted to Associated)</b>	\$ 293,527.00	\$ 626,045.65	\$ 8,893.40	\$ 95,387.44	\$ 33,959.40	\$ 386.88	\$ 267.78	\$ 98,274.46	\$ 34.55	\$ -	\$ <b>1,156,776.56</b>
Municipality allocation to be retained by municipality	\$ 146,763.50	\$ 313,022.83	\$ 4,446.70	\$ 47,693.72	\$ 16,979.70	\$ 193.44	\$ 133.89	\$ 49,137.23	\$ 17.28	\$ -	\$ 578,388.28
Municipality portion of CVB allocation	\$ 22,014.53	\$ 46,953.42	\$ 667.01	\$ 7,154.06	\$ 2,546.95	\$ 29.02	\$ 20.08	\$ 7,370.58	\$ 2.59	\$ -	\$ 86,758.24
<b>Total Amount retained by Municipality</b>	\$ 168,778.03	\$ 359,976.25	\$ 5,113.71	\$ 54,847.78	\$ 19,526.65	\$ 222.46	\$ 153.97	\$ 56,507.81	\$ 19.87	\$ -	\$ <b>665,146.52</b>

<b>Net CVB allocation</b>	\$ 1,648,406.60
<b>Exhibition Center allocation</b>	\$ 1,735,164.84
<b>Tourism Facility allocation</b>	\$ 578,388.29
<b>PAC allocation (remitted to Associated)</b>	\$ 1,156,776.56
<b>Total Amount retained by Municipality</b>	\$ 665,146.52
<b>Total</b>	\$ <b>5,783,882.80</b>

<b>2016</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>Net CVB allocation</b>	\$ 326,922.01	\$ 393,617.24	\$ 520,032.13	\$ 407,835.22	\$ 1,648,406.60
<b>Exhibition Center allocation</b>	\$ 344,128.43	\$ 414,333.94	\$ 547,402.25	\$ 429,300.23	\$ 1,735,164.84
<b>Tourism Facility allocation</b>	\$ 114,709.49	\$ 138,111.31	\$ 182,467.42	\$ 143,100.08	\$ 578,388.29
<b>PAC allocation (remitted to Associated</b>	\$ 229,418.95	\$ 276,222.62	\$ 364,934.83	\$ 286,200.15	\$ 1,156,776.56
<b>Total Amount retained by Municipality</b>	\$ 131,915.90	\$ 158,828.01	\$ 209,837.53	\$ 164,565.09	\$ 665,146.52
<b>Total</b>	<b>\$ 1,147,094.77</b>	<b>\$ 1,381,113.12</b>	<b>\$ 1,824,674.16</b>	<b>1431000.76</b>	<b>\$ 5,783,882.80</b>

**Fox Cities Room Tax Commission  
Summary Income Statement  
For the Twelve Months Ending December 31, 2016**

	<u>Year to Date</u>
<b><u>Revenues</u></b>	
Room Tax Income	1,735,164.87
Interest Income	813.93
<b>Total Revenues</b>	<b><u>1,735,978.80</u></b>
<b><u>Expenses</u></b>	
Service Charge-Account set-up (May 31, 2016)	64.30
City of Appleton (Sept 22, 2016)	330,161.26
City of Appleton (Dec 20, 2016)	823,404.31
<b>Total Expenses</b>	<b><u>1,153,629.87</u></b>
 <b>Net Income</b>	 <b><u><u>\$ 582,348.93</u></u></b>

**Fox Cities Room Tax Commission  
Balance Sheet  
March 3, 2017**

	<u>Current Year</u>	<u>Year to Date</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
1003-30-00	BLC Expo Center MM Acct	\$ 582,348.93
1004-30-00	BLC Fox Cities Rm Tax Comm	<u>7,200.00</u>
	Total Current Assets	589,548.93
<b>Other Assets</b>		
	<u>0.00</u>	
	Total Other Assets	<u>0.00</u>
	<b>Total Assets</b>	<b><u><u>\$ 589,548.93</u></u></b>
 <b>LIABILITIES AND CAPITAL</b>		
<b>Current Liabilities</b>		
	<u>0.00</u>	
	Total Current Liabilities	0.00
<b>Long-Term Liabilities</b>		
2720-30-00	BLC Expo Center	\$ 582,348.93
2721-30-00	BLC Fox Cities Rm Tax Comm	<u>7,200.00</u>
	Total Long-Term Liabilities	<u>589,548.93</u>
	Total Liabilities	589,548.93
<b>Capital</b>		
	<u>0.00</u>	
	Total Capital	<u>0.00</u>
	<b>Total Liabilities &amp; Capital</b>	<b><u><u>\$ 589,548.93</u></u></b>

# Annual Report

# 2016



**FOX CITIES**

GREATER APPLETON WISCONSIN

CONVENTION & VISITORS BUREAU

# The Next 30 Years

Since its inception in 1986, the Fox Cities Convention & Visitors Bureau has worked to strengthen the economy of the Fox Cities through tourism. **We've seen much transformation over the last 30 years**, but none as significant as a room tax increase providing funding for the construction of the Fox Cities Exhibition Center and investments in sports facilities. With this came a fundamental change to the structure of oversight of room tax in the area: the development of a Tourism Zone/Room Tax Commission model in which the CVB is the designated Tourism Entity.

The work of planning being just as important as the establishment of funding, this year CVB staff settled into contributing industry knowledge and practical perspectives on the design and marketing of our Fox Cities Exhibition Center. **Our Sports Facilities Task Force continues to work on a plan to invest in projects that will attract additional sports tourism.**

These significant improvements in tourism infrastructure have the potential to **impact the area's tourism economy greatly and they also present new opportunities** for the CVB operationally. It was the perfect time to look ahead and begin planning for the next 30 years.

The Board and Staff set to work on updating our Strategic Plan. The process started in July with the DestinationNEXT survey in which local government officials, tourism industry partners, customers, community leaders and CVB Board and staff had the opportunity to assess the Fox Cities as a destination, as well as the level of local support for the CVB.

The Destination NEXT results were used to set the landscape for a Board and staff retreat where we looked to the future and identified strategic objectives that set the foundation for our future:

1. Fostering a positive market for tourism
2. Communicating the value proposition of the Fox Cities as a destination
3. Advocacy & education
4. Stewardship over room tax dollars
5. Develop & retain staff

**We gratefully accept the financial and vocal support of our local municipalities, hotel and tourism industry partners.** We look forward to conquering the challenges you have presented us and commit to delivering exceptional return on your investment.

**Here's to the next 30 years.**



Deb Johnson, Board Chair



Pam Seidl, Executive Director

## MISSION

The Fox Cities Convention & Visitors Bureau is an economic development organization that strengthens the Fox Cities by attracting visitors in the convention, sports and leisure markets through sales, marketing and destination development.

## LEADERSHIP VISION FOR THE ORGANIZATION

The Fox Cities Convention & Visitors Bureau:

- Is the independent expert source for tourism information on the Fox Cities.
- Is a catalyst for initiatives that have a positive impact on tourism.
- Works with other organizations to accomplish mutually beneficial goals.
- Embraces new ideas, best practices, creative thinking and technology that add value to our work.

# 2016 IN REVIEW

## CONVENTION SALES

- Hosted 113 meeting and convention events that generated 18,063 room nights and \$4,533,813 worth of direct visitor spending
- Booked 101 future meeting and convention events that will draw an estimated 14,608 room nights and generate \$3,666,608 worth of estimated direct visitor spending
- Generated 145 leads, 51 of which were for new events
- Exhibited in 2 trade shows and attended 1 reverse trade show
- Hosted a Meeting Planner Event including lunch and a trade show involving 12 hotel and attraction partners and 24 meeting planners

## SPORTS MARKETING

- Hosted 183 events that generated 20,840 hotel room nights and \$6,752,160 worth of direct visitor spending
- Booked 185 future sporting events that will draw an estimated 18,570 hotel room nights and generate \$6,016,680 worth of estimated direct visitor spending
- Completed 938 sales calls to current or potential clients including attending two tradeshow and one sales mission to Colorado Springs
- The Fox Cities CVB received the National Association of Sports Commissions (NASC) Sports Tourism Organization of the Year award (population under 250,000) for 2015

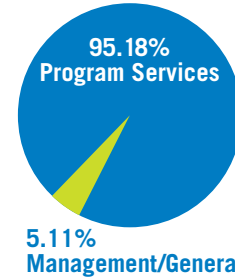
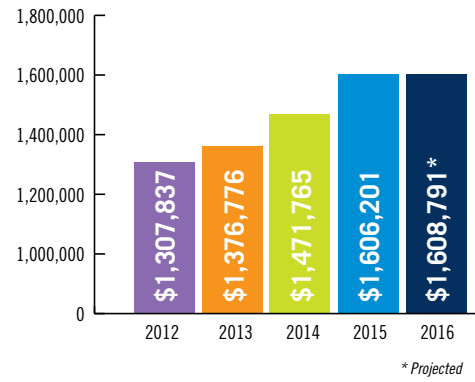
## CONVENTION/SPORTS SERVICES

- Provided services to 102 groups
- Provided more than 594 volunteer hours for EAA, Mile of Music, Lawrence Welcome Week, NCAA D3 Baseball and many other area events

## MARKETING

- Conducted two press tours with 16 professional travel journalists.
- Highlighted our Tourism Development Grant awards with public check presentations for grants totaling over \$22,000
- Hosted 6 free marketing-focused educational sessions attended by 120 total people from local businesses, attractions and lodging properties
- Launched an Instagram account for the Fox Cities CVB and included a photo contest. Winners of the contest had their photo featured in the 2017 Destination Guide

## CVB ROOM TAX REVENUE



## MANAGEMENT & GENERAL EXPENSES

Our 2015 audit showed management/general expenses to be 5.11% of the Bureau's total operating budget.

## 2016 OPERATIONS REVENUES & EXPENSES

REVENUES	2016 YEAR-END PROJECTED
Room Tax Income - Oper	\$1,106,250.00
Interest Income - Oper	4,000.00
Grants Income	0
Sponsorship/Incidental Income	0
Visitor Guide Income	55,000.00
Tourism Development Admin Reimb	20,000.00
<b>TOTAL REVENUES</b>	<b>\$1,185,250.00</b>

EXPENSES	2016 YEAR-END PROJECTED
Salaries & Wages	\$435,499.00
Employee Benefits	128,960.00
Professional Development	14,270.00
Convention Event Services	5,975.00
Trade Shows	12,155.00
Selling Expenses	69,374.00
Marketing	304,000.00
Visitor Guide	37,000.00
Research	11,000.00
Rent/Utilities/Taxes	90,100.00
Capital Equip Expenses	15,070.00
Equipment Leases	3,975.00
Automobile Expenses	5,500.00
Local Meetings	9,000.00
Office Supplies	5,800.00
Postage & Shipping	8,200.00
Telephone	6,400.00
Property/Casualty Insurance	6,300.00
Professional Services	22,148.00
Memberships	8,800.00
<b>TOTAL EXPENSES</b>	<b>\$1,199,526.00</b>



# AREA ACCOLADES

- ✓ Most Over the Top Burger for Wisconsin: Spats Food & Spirits *Source: Yahoo Travel*
- ✓ These 10 Restaurants Serve the Best Butter Burger in Wisconsin: Mihm's Charcoal Grill #4 *Source: Only In Your State.com*
- ✓ 8 Wisconsin Spots for Dog-friendly Dining: The Source Public House *Source: TravelWisconsin.com*
- ✓ 10 Most Highly-Rated Restaurants in Wisconsin: Carmella's Italian Bistro #3 *Source: Only In Your State.com*
- ✓ Top 11 Waterfront Restaurants: Fratello's Riverfront Restaurant Appleton #7 *Source: Only In Your State.com*
- ✓ These 10 Candy Shops in Wisconsin will Make Your Sweet Tooth Explode: Crazy Sweet #4 *Source: Only In Your State.com*
- ✓ Top 10 Must-Visit Donut Shops in Wisconsin: Manderfield's Home Bakery *Source: Travel Wisconsin.com*
- ✓ 11 Mom & Pop Restaurants in Wisconsin that Serve Home-Cooked Meals to Die For: Mihm's Charcoal Grill #11 *Source: Only In Your State.com*
- ✓ Top 5 Beer Gardens to Visit this Fall: Stone Cellar Brewpub *Source: Milwaukee Journal Sentinel/Travel Wisconsin*
- ✓ 11 Places to eat in Wisconsin that are Often Overlooked but So Worth the Trip: Basil Café #9 *Source: Only In Your State.com*
- ✓ Top 9 Finest Grass Fields in Minor League Baseball: Wisconsin Timber Rattlers #3 *Source: Lawstarter.com*
- ✓ Best Half Marathons in Wisconsin: Fox Cities Half Marathon *Source: Runnersgoal.com*
- ✓ Top 10 Wisconsin Music Festivals worth the trip this Summer: Mile of Music *Source: Milwaukee Journal Sentinel*
- ✓ America's Top Scariest, biggest and best haunted houses: Burial Chamber #17 *Source: Haunted House Association*
- ✓ 7 Man-Made Wonders of East Central Wisconsin: Hearthstone Historic House Museum *Source: Travel Wisconsin.com*
- ✓ 25 Best Small College Towns: Lawrence University-Appleton #8 *Source: USA Today*
- ✓ Hidden Gems: 10 of Wisconsin's Most Underrated Towns: Neenah *Source: Discover Wisconsin*
- ✓ 50 Best Cities for Music Fans: Appleton #44 *Source: ValuePenquin.com*
- ✓ Best Places for Children: Appleton #9 (2nd year in top 10) *Source: SmartAsset.com*
- ✓ Best Places to Live: Appleton #24 *Source: Money Magazine, affiliated with Time Magazine*
- ✓ 2016 Best Places for Millennials in Wisconsin: Appleton #12 *Source: Local.niche.com*
- ✓ Top 10 Best Minor League Baseball Towns 2016: Appleton #5 *Source: SmartAsset.com*

## OUR 2016 BOARD OF DIRECTORS

**Deb Johnson, Chair**  
*Copperleaf Boutique Hotel & Spa*

**Adam Hammatt, Vice-Chair**  
*Village of Kimberly*

**John Burgland, Treasurer**  
*Fox River Mall*

**Maria Van Laanen, Secretary**  
*Fox Cities Performing Arts Center*

**Chris Haese, Past Chair**  
*City of Neenah*

**Matt Carpenter**  
*History Museum at the Castle*

**Bob Dove**  
*Best Western Premier Bridgewood Resort Hotel & Conference Center*

**James Fenlon**  
*Village of Little Chute*

**Chuck Gifford**  
*Comfort Suites Appleton*

**Karen Harkness**  
*City of Appleton*

**Randy Kliment**  
*Hampton Inn Appleton*

**Jim March**  
*Town of Grand Chute*

**Patrick Merklein**  
*Days Inn Kaukauna*

**Dana Reader**  
*Good Company*

**Jay Schumerth**  
*Radisson Paper Valley Hotel*

**Jan Smith**  
*Bergstrom-Mahler Museum of Glass*

**Char Stankowski**  
*Country Inn & Suites of Little Chute*

**John Van Drunen**  
*City of Kaukauna*

**David Viaene**  
*The Valley Inn*

## BUREAU STAFF

**Pam Seidl**  
*Executive Director*

**Kim Tisler**  
*Director of Operations*

**Mary Rhode**  
*Marketing & Communications Manager*

**Jennifer Strom**  
*Marketing Coordinator*

**Matt Ten Haken**  
*Director of Sports Marketing*

**Adam Schanke**  
*Sports Marketing Manager*

**Amy Karas**  
*Convention Sales & Marketing Manager*

**Alison Hutchinson**  
*Convention Sales & Marketing Representative*

**Jennifer Hecht**  
*Convention Services Coordinator*



**FOX CITIES**  
GREATER APPLETON WISCONSIN

Appleton | Buchanan | Clayton | Combined Locks | Fox Crossing | Freedom | Grand Chute | Greenville | Harrison | Hortonville  
Kaukauna | Kimberly | Little Chute | Menasha | Neenah | Sherwood | Town of Neenah | Vandebroek | Woodville

**FOX CITIES CONVENTION & VISITORS BUREAU**

**3433 W. College Ave. | Appleton, WI 54914 | Phone (920) 734-3358**

**FoxCities.org**





# Wisconsin Room Tax Report

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats. Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due **May 1, 2017**.

## General Information

- Municipalities must electronically file (e-file) form with DOR
- E-file form will allow attachments
  - Acceptable formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel
  - 16MB maximum is the total combined size for all attachments

## Form Information

The information listed below must be reported for the previous calendar year (2016).

### Section I

- Gross amount of room taxes collected (whole dollars)
- Room tax rate imposed (percentage)

### Section II

- Amount forwarded to a tourism entity/commission (whole dollars)
- Name of the tourism entity/commission

### Section III

- For each tourism entity/commission listed in Section II, enter the members of its governing body including:
  - First and last name of each member
  - Name of business entity the member owns, operates, or is employed by (if any)

### Section IV

- For each expenditure of \$1,000 or more, enter:
  - Date
  - Recipient name
  - Amount (whole dollars)
  - Description (optional)
- Items of note:
  - This information is provided by the tourism entity/commission to the municipality
  - It is acceptable for a joint tourism entity/commission to report the same expenditures for its participating municipalities. In this situation, each municipality would report the same expenditures.
  - Expenditures may be attached in an acceptable file format
  - A single entry for "Payroll" is acceptable
  - For all other expenditures, report the ultimate recipient (ex: for credit card payments, list the ultimate recipient)

### Section V

- If your municipality collected room tax on May 13, 1994, you must attach:
  - Room tax ordinance in effect on May 13, 1994
  - Municipality's financial statement closest to May 13, 1994

## Publication

- DOR will post all completed forms and attachments on our website

## Additional Information

- Review:
  - DOR Local Room Tax Fact Sheet at: [revenue.wi.gov/pubs/slf/rmtx.pdf](http://revenue.wi.gov/pubs/slf/rmtx.pdf)
  - 2015 Wisconsin Act 55 at: <http://docs.legis.wisconsin.gov/2015/related/acts/55>

If you have questions, contact us at [lgs@revenue.wi.gov](mailto:lgs@revenue.wi.gov).

## Wisconsin Department of Revenue

Division of State and Local Finance  
Local Government Services Bureau  
January 14, 2016

**FOX CITIES AREA ROOM TAX COMMISSION**  
**BYLAWS**

**ARTICLE I. NAME AND PURPOSE**

Section 1.01 The FOX CITIES AREA ROOM TAX COMMISSION (the “Commission”) has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes (“Room Tax Act”), formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone (as hereinafter defined) pursuant to the Room Tax Act. The jurisdiction of the Commission shall be the area comprised of the CITY OF APPLETON, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Appleton”), the CITY OF KAUKAUNA, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Kaukauna”), the CITY OF NEENAH, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“City of Neenah”), the VILLAGE OF KIMBERLY, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Kimberly”), the VILLAGE OF LITTLE CHUTE, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Little Chute”), the TOWN OF GRAND CHUTE, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Grand Chute”), the TOWN OF NEENAH, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Town of Neenah”), the VILLAGE OF FOX CROSSING, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Village of Fox Crossing”), the TOWN OF MENASHA, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Town of Menasha”), the CITY OF MENASHA, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“City of Menasha”), and the VILLAGE OF SHERWOOD, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Sherwood”), collectively, the “Municipalities”. The area comprising the Municipalities is deemed to be the “Fox Cities Tourism Zone.” The Municipalities have determined by written agreement that they are deemed to be one destination as perceived by the traveling public.

Section 1.02 The Commission is a quasi-Municipal body, corporate and politic, that is separate, distinct and independent from the State of Wisconsin and all local units of government. Its jurisdictional boundaries lie within the Fox Cities Tourism Zone. The Commission shall have all powers, authorities, duties and responsibilities set forth in Section 66.0615 of the Wisconsin Statutes and shall be subject to all provisions applicable to Commissions as provided therein. As a quasi-governmental body, the Commission shall comply with all applicable provisions of the Wisconsin Statutes and regulations promulgated thereunder as well as these Fox Cities Area Room Tax Commission Bylaws (“Bylaws”).

**ARTICLE II. OFFICE**

Section 2.01 The principal office for the Commission shall initially be at the Fox Cities Convention and Visitors Bureau (hereinafter “CVB”) Office located at 3433 W. College Ave, Appleton, WI 54914, which is generally the location where Commission meetings shall be held. However, the Commission may locate the principal office within the Fox Cities Tourism Zone and

hold meetings within the Fox Cities Tourism Zone as determined by the Commission from time to time.

### ARTICLE III. MEMBERSHIP

Section 3.01 Membership on the Commission shall be as prescribed and established under the provisions of Sec. 66.0615(1m)(c)(2) of the Wisconsin Statutes, as amended from time to time.

Section 3.02 The room tax collection totals for the previous year will be determined by the March Commission meeting and these figures will be used to determine membership numbers for the next year. All Commission appointments must be finalized by or at the June Commission Meeting.

Section 3.03 A non-member municipality is eligible to become a member of the Commission, provided that the Municipalities agree in writing that the non-member municipality and the Municipalities are deemed to be one destination as perceived by the traveling public, and it (i) adopts an ordinance to impose a Room Tax consistent with the then-current requirements of this Commission and the Room Tax Act, (ii) becomes a party to all instruments relating to the imposition of Room Tax to which Municipalities in the Fox Cities Tourism Zone are a party, including but not limited to these Bylaws; and (iii) becomes a party to any other instrument as deemed necessary and proper by the Commission.

Section 3.04 Member municipalities must each pass a resolution adopting these Bylaws. The Commission shall keep on file a copy of each municipal resolution.

### ARTICLE IV. COMMISSIONERS

Section 4.01 The business affairs of the Commission shall be overseen by the Commissioners-Officers of this Commission.

Section 4.02 The number of Commissioners comprising the Commission shall be as prescribed under the provisions of Section 66.0615(1m)(c)(2), of the Wisconsin Statutes, as amended from time to time and according to Article III Sec. 3.02 of these Bylaws.

Section 4.03 The terms of office of each Commissioner shall be one (1) year, commencing in June of each year, and shall be appointed by the principal elected official in the municipality making the appointment(s), and the appointment(s) shall be confirmed by a majority vote of the members of the municipality's governing body who are present when the vote is taken in accordance with Section 66.0615(1m)(c)(3), at the pleasure of the appointing official per Section 66.0615(1m)(c)(2), commencing in June of each year. In the event that the beginning month of the office is changed, the Commission may extend the term of sitting members until the new term begins, however such extension shall not extend for more than six months. Commissioners may be reappointed for an unlimited number of terms.

Section 4.04 Vacancies on the Commission shall be filled by the appointing authority who appointed the person whose seat is vacant. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term to which they were appointed.

Section 4.05 Commissioners shall receive no salaries for their services, but may receive reimbursement for their actual and necessary expenses incurred in the performance of their duties, as approved by the Commission.

Section 4.06 The Commission shall provide by resolution that in the event the Commission obtains information from the Municipalities under subsection (a) below, which information was obtained by the Municipalities under Section 66.0615(2), such information shall remain confidential~~for the confidentiality of information obtained under Section 66.0615(2)~~. All Room Tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the Commission and the Municipalities are deemed confidential, except that the Commission or the Municipalities may divulge their contents to the following, ~~and no others~~:

~~(a) The person or his/her legal representative who filed the return; and~~

~~(b) Officers, employees or agents of the Municipal treasurer and the Commission; and~~

~~(c)~~(a) ~~Other p~~Persons for the use in the discharge of duties imposed by law, or in the discharge of the duties of their office (unless otherwise prohibited by law), or by order of a court. The Commission may provide for the publishing of statistics classified so as not to disclose the identity of particular returns.

The Commission shall provide that persons violating the resolution enacted under this subsection may be required to forfeit not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00). Revenue from fines will become part of the Commission's Discretionary Funds. The Commission may use all lawful and reasonable means to collect amounts owed.

## ARTICLE V. MEETINGS

Section 5.01 All annual, regular, and special meetings of the Commission shall be held at the general meeting location of the Commission unless otherwise provided.

Section 5.02 The Annual Meeting of the Commission shall be held on a date during the month of June of each year, at such time as shall be determined by the Chairperson or through provisions stated in these Bylaws.

Section 5.03 Regular meetings of the Commission shall be held quarterly in the months of June, September, December, and March at such times as shall be fixed by the Chairperson upon no less than forty-eight (48) hours prior notice.

Section 5.04 Special meetings of the Commission may be called by the Commission Chairperson or by the Vice-Chairperson, in the absence of the Chairperson. Special meetings of

the Commission may also be called upon a written request signed by five (5) Commissioners stating the purpose or purposes of such Special Meeting request. The person or persons authorized to call special meetings of the Commission may fix the date and time of such meeting upon no less than forty-eight (48) hours prior notice.

Section 5.05 To the extent provided by these Bylaws, the Commission, or any committee of the Commission, may, in addition to conducting meetings in which each Commissioner participates in person, and notwithstanding any place set forth in the notice of the meeting by these Bylaws, conduct any annual, regular or special meeting by the use of any electronic means of communication, provided (1) all participating Commissioners may simultaneously hear each other during the meeting and (2) all requirements of the Open Meetings Law are met. A Commissioner participating in a meeting by any means pursuant to this Section 5.05 shall be deemed to be present in person at the meeting.

Section 5.06 Notice of any regular or special meeting shall be provided to the public in accordance with Section 19.84 of the Wisconsin Open Meetings Law and given by written notice, delivered personally, by mail, facsimile transmission or e-mail to each Commissioner at his or her business address, facsimile number, e-mail address or at such other address or number as such Commissioner shall have designated in writing and filed at the Commission's principal office. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than forty-eight (48) hours prior to a meeting. In the case of an emergency, notice to Commissioners shall be given at least two (2) hours before a meeting.

- (a) ~~Public notice of all meetings shall be in accordance with the Open Meetings Act.~~ If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice is given by electronic mail, such notice shall be deemed to be delivered when the sender transmits the message. If notice is given by facsimile transmission, such notice shall be deemed to be delivered when the sender receives in-hand a confirmation sheet indicating that the transmission is complete.
- (b) Whenever any notice is required to be given to any Commissioner under the provisions of these Bylaws, or under the provisions of any statute, a waiver thereof, in writing, signed at any time, whether before or after the time of the meeting, by the Commissioner entitled to such notice, shall be deemed equivalent to the given of such notice. The attendance of a Commissioner at a meeting shall constitute a waiver of notice of such meeting, except where a Commissioner attends a meeting and objects because the meeting is not lawfully called or convened.

Section 5.07 A majority of the number of Commissioners then in office shall constitute a quorum for the transaction of business at any meeting of the Commission.

Section 5.08 Except as otherwise specified by law or these Bylaws, the affirmative vote or approval of a majority of the Commissioners present at a meeting at which a quorum is present, shall be the act of the Commission, or a committee of the Commission in the case of a committee meeting. However, a supermajority vote of two-thirds (2/3) of Commissioners present at a meeting is required to amend these Bylaws. The voting on all matters presented for a vote shall be by voice

vote, unless a Commissioner requests a roll call, or if roll call vote is required by law, in which case the Yeas and Nays shall be entered upon the minutes of the meeting. All resolutions or votes of the Commission shall be entered in full in the minutes of the meeting or otherwise reduced to writing.

Section 5.09 Meetings of the Commission shall generally be conducted by Robert's Rules of Order as revised from time to time.

## ARTICLE VI. REPORTS, AUDITS, AND FINANCES

Section 6.01 It is recognized that the Fox Cities Convention and Visitors Bureau will be providing the labor behind the tasks spelled out in this section gratuitously but it is not the intent of the Commission to be a significant burden on the CVB. This effort by the CVB is welcomed and appreciated by the Commission, which will make its best efforts to keep requests of CVB staff minimal.

Section 6.02 The CVB will submit the following reports to the Commission:

- (a) A quarterly report that includes a detailed report of all administrative expenses, if any, of the Commission for the past quarter and a detailed report itemizing all expenses incurred in the past quarter that have been or should have been paid by the Commission. At the discretion of the CVB, the aforementioned reports may be combined into one report. This report should be delivered within sixty (60) days after the end of the quarter.
- (b) An annual report summarizing the activities of the Commission for the prior year and the purposes for which the room tax revenues were spent, as well as a balance sheet and income statement. This report should be delivered within one hundred and eighty (180) days after the end of the calendar year, but in no event less than ten (10) days prior to the Annual Meeting of the Commission as required by Section 5.02.

~~(b)~~(c) Any and all reports submitted to the Commission by the CVB under subsections (a) and (b) above shall be shared with each of the Municipalities so as to comply with the Commissions reporting requirements under Section 66.0615(1m)(d)(4).

Section 6.03 It is anticipated that the Commission funds shall be audited by and through the annual audit of the CVB. Such audit shall be conducted by a reputable and licensed accounting firm with an audit letter issued by a certified public accountant. In the event that an audit is not accomplished by the CVB or the Commission desires to conduct an audit independent of the CVB, the Commission may authorize such an audit upon the affirmative vote of the Commission. This audit shall be conducted as soon as practicable after January 1 and shall be completed and received by the Commission no later than ten (10) days prior to the Annual Meeting of the Commission.

~~Section 6.03~~Section 6.04 It is recognized and agreed that each of the Municipalities shall be solely responsible for fulfilling and complying with its own reporting requirements under Section 66.0615(4).

~~Section 6.04~~Section 6.05 Room tax revenue is currently designated for various purposes (“Nondiscretionary Funds”). The three percent (3%) designated for the exhibition center remains under the control of the Commission for dispersal to the City of Appleton for Commission approved expenditures in furtherance of construction of the exhibition center in accordance with approved municipal agreements. ~~Expenditures for the exhibition center may also include bond payments once bonding is secured.~~For the purpose of this section, expenditures shall also include payments for debt service obligations arising out of the exhibition center’s construction including, but not limited to, loan payments, bond payments and the like. These exhibition center funds will be kept separate and distinct from all other funds and are subject to annual audits.

~~Section 6.05~~Section 6.06 Member municipalities are requested to contribute annually by June 1<sup>st</sup> an amount equal to three hundred dollars (\$300) for each seat on the Commission that is appointed by a municipality for the support of the Commission and conducting of Commission business (“Discretionary Funds”). The Discretionary Funds will be kept separate and distinct from room tax revenues, will be subject to annual audits, and expenditures will only be made upon proper approval of the Commission. The Discretionary Funds will be allowed to accumulate until a twenty thousand dollar (\$20,000) savings is reached, at which time the municipal annual contributions will be suspended until the Discretionary Funds are below fifteen thousand dollars (\$15,000).

~~Section 6.06~~Section 6.07 The Commission may approve expenditures of Nondiscretionary Funds for designated and approved purposes and approval of Discretionary Funds for the conduct of Commission business. Upon approval of any expenditure, a payment will be issued to the recipient and approved/signed by the executive director of the CVB and the Commission Chairperson, or Vice-Chairperson in the absence of the Chairperson.

## **ARTICLE VII. OFFICERS**

Section 7.01 The principal officers of the Commission shall be a Chairperson, a Vice-Chairperson, and Secretary/Treasurer. The Commission shall select such officers from its members. Such other officers and assistant officers as may be deemed necessary by action of the Commission may be elected or appointed by the Commission.

Section 7.02 The Chairperson, Vice Chairperson, and Secretary/Treasurer (the “Elected Officers”) shall be elected by the Commissioners at the June meeting of the Commission or at such other time as determined by the Commission. If the election of such officers shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient. Each officer shall hold office for a term of one (1) year, commencing on the day of his or her election, or until his or her successor shall have been duly elected and shall have qualified, or until his or her death or resignation or until he or she shall have been removed from office in the manner hereinafter provided.

Section 7.03 Any officer or agent elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission’s best interests will be served thereby. Such removal shall be accomplished by having such matter appear on the agenda

of the meeting provided with the notice and such vote occurring according to Roberts Rules of Order by a majority of the members in attendance, provided a quorum has been satisfied.

Section 7.04 A vacancy in any Elected Office will be filled by the Commission for the unexpired portion of the term.

Section 7.05 The Chairperson shall be the Commission's principal executive officer and, subject to the control of the Commission, shall, in general, supervise all of the business and affairs of the Commission. The Chairperson shall, when present, preside at all meetings of the Commission. The Chairperson shall have the authority, either alone, with another officer or through his designee, to sign, execute and acknowledge, on behalf of the Commission, all deeds, mortgages, bonds, contracts and other documents or instruments which are necessary or proper in the regular course of the Commission's business or which may be authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by the Bylaws to some other officer or agent of the Commission, or shall be required by law to be otherwise signed or executed. The Chairperson shall in general perform all duties incidental to the office of the Chairperson and such other duties as may be prescribed by the Commission from time to time. The Chairperson shall be an ex-officio member of all of the Commission's committees. In the absence of actual knowledge by third parties to the contrary, the execution of an instrument of the Commission by the Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to execute the instrument on behalf of the Tourism Zone.

Section 7.06 In the absence of the Chairperson, or in the event of the Chairperson's death or inability or refusal to act as directed by the Commission, the Vice-Chairperson shall perform the duties of the Chairperson; and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson may sign, with the Secretary/Treasurer, bonds or notes of the Commission and shall perform all other duties as from time to time may be assigned by the Chairperson and/or the Commission. In the absence of actual knowledge by third parties to the contrary, the execution of any instrument of the Commission by the Vice-Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to act in the stead of the Chairperson.

Section 7.07 The Secretary/Treasurer shall:

- (a) Keep or appoint someone to keep the minutes of the meetings of the Commission in one or more books provided for that purpose.
- (b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- (c) Act as the custodian or designate an individual to act as custodian of the Commission's records and see that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed.



- (d) Keep a register of the post office address of each Commissioner and each officer, which shall be furnished to the Secretary/Treasurer by each such person.
- (e) Sign with the Chairperson and/or Vice-Chairperson, all bonds, notes, agreements, deeds, instruments, certificates and other documents of the Commission which shall have been authorized by resolution of the Commission.
- (f) Oversee and report on expenditures, balance sheets, and income statements.
- (g) In general perform all duties incidental to the office of the Secretary/Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.08 The Commission may, from time to time, appoint, hire and employ such other personnel as it shall deem necessary to exercise and carry out the powers, duties and functions of the Commission. The qualifications, duties and numbers of such personnel shall be consistent with the policies determined by the Commission.

Section 7.09 Officers shall receive no salaries for their services, nor shall they be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties, unless approved by the Commission.

## **ARTICLE VIII. CONTRACTS AND FINANCIAL TRANSACTIONS**

Section 8.01 The Commission may authorize any officer or officers and/or employees, to enter into any contract, or to execute and deliver any instrument in the name of and on behalf of the Commission, and such authorization may be general or confined to specific instances. The Chairperson shall have the authority to enter into any contract or to deliver any instrument in the name and on behalf of the Commission with respect to any approved budgetary item or as may be granted by the Commission for other specific items from time to time.

Section 8.02 No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Commission. Such authorization may be general or confined to specific instances.

Section 8.03 The Commission shall have the power and authority to enact such rules and regulations, consistent with the provisions of applicable Wisconsin Statutes, as it may deem necessary concerning the issue, transfer, registration and verification of the Commission's financial transactions.

## **ARTICLE IX. INDEMNIFICATION**

Section 9.01 The Commission shall not indemnify any Commissioner, officer or employee of the Commission for any actions taken or expenses incurred in any proceeding, including those in which the Commissioner, officer or employee was a party to such action because

he or she is or was at the time of the events upon which proceeding was based, a Commissioner, officer or employee of the Commission.

Section 9.02 Each Commissioner, officer and employee of the Commission shall be responsible for obtaining their own liability coverage or making arrangements to extend their employer's liability coverage, to cover the Commissioner, officer or employee's activities on or in connection with the Commission.

## ARTICLE X. ROOM TAX COLLECTION

Section 10.01 It will be each member municipality's responsibility to collect room taxes in accordance with established state and local laws. As stated in the Inter-Governmental Agreement, member municipalities must pay to the designated entity all room taxes collected.

Section 10.02 The Commission shall monitor the collection of room taxes from each of the Municipalities.

Section 10.03 Each of the Municipalities in the Fox Cities Tourism Zone shall levy the same percentage of room tax in accordance with Section 66.0615(1m)(b)(2); and, if the Municipalities cannot agree on the percentage of room tax to be imposed in the Fox Cities Tourism Zone, the percentage of room tax shall be set by the Commission, as prescribed in Section 5.07 and 5.08 of these Bylaws.

~~Section 10.01~~Section 10.04 In the event there are delinquencies in the amount of room tax revenue collected by a member municipality, or in the event there are inaccuracies in a member municipality's reporting of room tax revenue, the Commission shall report the same to the municipality that is due the tax in accordance with Section 66.0615(1m)(c)(5).

~~Section 10.02~~Section 10.05 Member municipalities must use all reasonable and lawful measures to collect room taxes and do so within a reasonable amount of time. Reasonable and ~~l~~lawful measures and reasonable amounts of time may~~will~~ include but are not limited to the following:

- (a) Phone calls and letters for Establishments less than thirty (30) days late.
- (b) Phone calls and letters related to rescinding the license for Establishments between thirty (30) and sixty (60) days late.
- (c) Rescinding license for Establishments between sixty (60) and ninety (90) days late.
- (d) Legal action to collect room taxes for Establishments between ninety (90) and one hundred twenty (120) days late

~~Section 10.03~~Section 10.06 As determined by the Commission, municipalities not paying collected room taxes to the designated entity or municipalities not using all reasonable and lawful measures to collect room taxes or not doing so in a reasonable amount of time, taking into account the circumstances of each instance, will be fined one-half percent (0.5%) of the room tax owed (once determined) but in any case not less than twenty five dollars (\$25) per calendar day the room tax owed is late. This fine will be invoiced monthly to the member municipality with

late room tax collections and will include a one and one-half percent (1.5%) monthly interest charge on late invoice payments. In the event the actual amount of money owed is unknown or in dispute, an estimated amount will be invoiced and a settlement of differences will occur after actual amounts are determined. Revenue from fines will become part of the Commission's Discretionary Funds. The Commission may use all reasonable and lawful ~~and reasonable~~ means to collect amounts owed.

~~Section 10.04~~ Section 10.07 Costs incurred for All collection efforts, legal or otherwise, made by or on behalf of the Commission, against a member municipality, will be reimbursed to the Commission by the member municipality against which collection efforts were taken within forty five (45) days of billing date by the Commission for which efforts against were made.

**2016 Member Contribution**

	<b>2016 per</b>			
	<b>#members</b>	<b>date paid</b>	<b>member fee</b>	<b>total</b>
Appleton	3	10.24.16	\$ 300.00	\$ 900.00
Grand Chute	3	11.04.16	\$ 300.00	\$ 900.00
Kaukauna	1	02.28.17	\$ 300.00	\$ 300.00
Kimberly	2	10.17.16	\$ 300.00	\$ 600.00
Little Chute	1	10.25.16	\$ 300.00	\$ 300.00
City Menasha	1	10.24.16	\$ 300.00	\$ 300.00
Vlg Fox Crossing	1	10.31.16	\$ 300.00	\$ 300.00
City of Neenah	2	12.19.16	\$ 300.00	\$ 600.00
Town Neenah	1	11.02.16	\$ 300.00	\$ 300.00
Vlg Sherwood	1	10.31.16	\$ 300.00	\$ 300.00
				<b>\$ 4,800.00</b>

	<b>2017 per</b>			
	<b>#members</b>	<b>date paid</b>	<b>member fee</b>	<b>total</b>
Appleton	3	2.28.17	\$ 300.00	\$ 900.00
Grand Chute	3	3.06.17	\$ 300.00	\$ 900.00
Kaukauna	1	2.28.17	\$ 300.00	\$ 300.00
Kimberly	2	2.20.17	\$ 300.00	\$ 600.00
Little Chute	1			\$ -
City Menasha	1			\$ -
Vlg Fox Crossing	1	2.13.17	\$ 300.00	\$ 300.00
City of Neenah	2			\$ -
Town Neenah	1	1.10.17	\$ 300.00	\$ 300.00
Vlg Sherwood	1			\$ -
				<b>\$ 3,300.00</b>
				<b>\$ 8,100.00</b>

**Fox Cities Room Tax Commission-CVB Costs 2016**

Staff time:	13.0 hours	\$391.68
Finance:	28.0 hours	\$737.18
Mtgs/Admin:	20.5 hours	\$639.78
Expense consult		\$170.00
Expense Bank Fees		<u>\$ 35.00</u>
		<b>\$1973.64</b>

# **Annual Report of the Fox Cities Area Room Tax Commission 2016**

The FOX CITIES AREA ROOM TAX COMMISSION has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes, formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone pursuant to the Room Tax Act.

## **Meetings**

The Commission met five (5) times in 2016. Meeting discussions included financial reports on room tax collections, overviews of state room tax statute, collection of room tax from Air BnB rentals, and state-mandated municipal reporting.

Commissioners were appointed from the 10 municipalities comprising the Fox Cities Tourism Zone (see attached for listing).

At the January 2016 meeting of the Commission, officers were elected:

- Adam Hammatt – Chair
- Bruce Sherman – Vice-Chair
- George Dearborn – Secretary

## **Bylaws**

A major focus of the Commission during its first year was the establishment of bylaws. A Task Force was established to review and recommend an initial draft of bylaws. Final approved bylaws were reviewed by outside legal counsel.

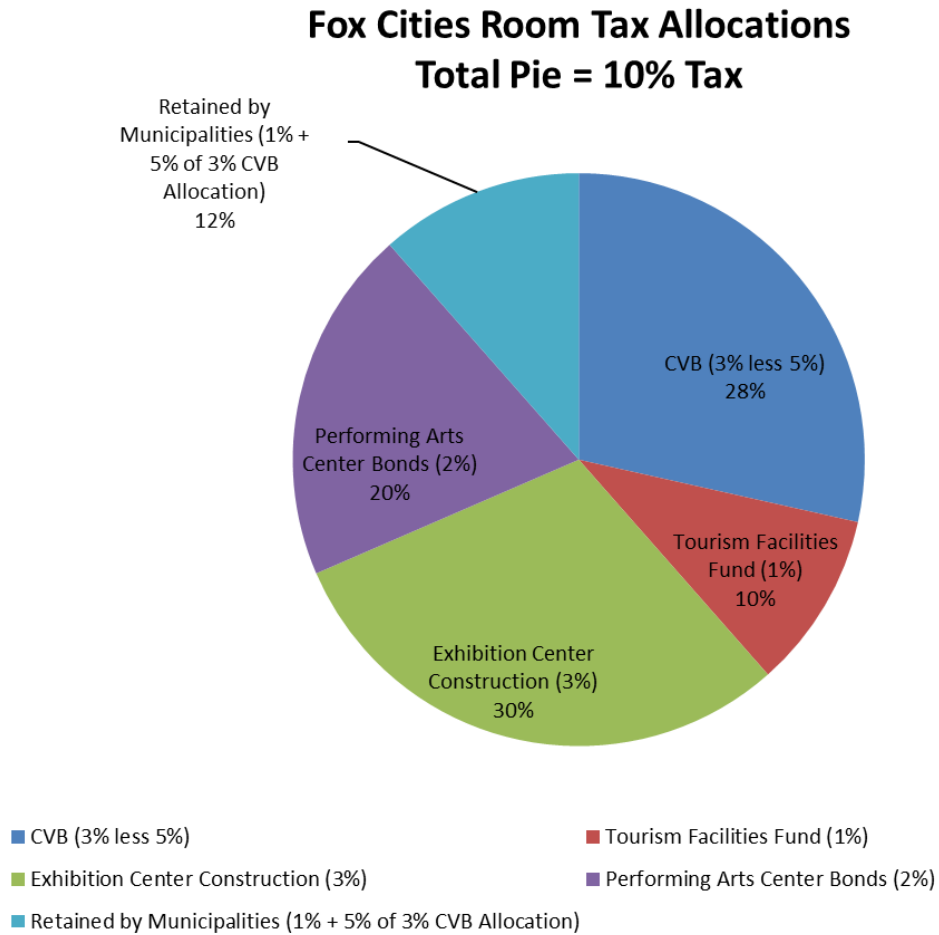
As part of this process, member municipalities are requested to contribute \$300 per Commission seat annually for the support of the Commission and conducting of Commission business. These Discretionary Funds are kept separate and distinct from room tax revenues, will be subject to annual audits, and expenditures will only be made upon proper approval of the Commission. The Discretionary Funds will be allowed to accumulate until a twenty thousand-dollar (\$20,000) savings is reached, at which time the municipal annual contributions will be suspended until the Discretionary Funds are below fifteen thousand dollars (\$15,000).

## **Room Tax Expenditures**

Aside from those allocations set in ordinance, the Fox Cities Area Room Tax Commission approved the expenditure of \$1,153,565.57 of room tax. All funds were directed to the City of Appleton to pay costs related to the construction of the Fox Cities Exhibition Center.

## Allocation of Room Tax Funds

The attached financial report shows actual tax collections and the allocations. A graphic summary of room tax allocations is below:



VILLAGE OF KIMBERLY  
515 W. KIMBERLY AVE.  
KIMBERLY WI 54136

ATTN: ADAM HAMMATT

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FOX CITIES AREA ROOM TAX COMMISSION

		HOURS
10/26/2016	REVIEW FOX CITIES AREA ROOM TAX COMMISSION BYLAWS; RESEARCH AND REVIEW WIS. STAT. § 66.0815 RE: ROOM TAXES; PRELIMINARY DRAFTING OF MEMO RE: SAID REVIEW OF BYLAWS AND SAID RESEARCH.	3.00
10/27/2016	CONTINUED RESEARCH AND REVIEW OF WISCONSIN LAW RE: ROOM TAXES; SPECIFICALLY, CONTINUED RESEARCH AND REVIEW OF WIS. STAT. § 66.0615 RE: ROOM TAXES; CONTINUED REVIEW AND EDITING OF FOX CITIES AREA ROOM TAX COMMISSION BYLAWS; DRAFT E-MAIL TO ADAM HAMMETT AND OTHER MEMBERS OF FOX CITIES AREA ROOM TAX COMMISSION RE: ALL OF SAME.	5.00
10/28/2016	FINAL REVIEW AND EDITING OF FOX CITIES AREA ROOM TAX COMMISSION BYLAWS AND MEMO RE: SAME.	0.50
10/31/2016	REVISIONS TO FOX CITIES ROOM TAX COMMISSION BYLAWS; REVISIONS TO EMAIL TO ADAM HAMMATT RE: SAME.	1.00
12/06/2016	OFFICE CONFERENCE WITH TYLER CLARINGBOLE TO DISCUSSES AND REVIEW INTERGOVERNMENTAL AGREEMENTS BETWEEN PARTIES TO ROOM TAX AND EXHIBITION CENTER AGREEMENTS; REVIEW AGREEMENTS AND PRIOR ADVICE PROVIDED TO MUNICIPALITIES CONTINUED REVIEW OF FOX CITIES AREA ROOM TAX COMMISSION BY-LAWS AND COMMENTS, QUESTIONS, AND EDITS THERETO AS REFERENCED IN E-MAIL FROM ADAM HAMMETT DATED NOVEMBER 28, 2016; REVIEW ROOM TAX COMMISSION AND TOURISM ZONE AGREEMENT AND EXHIBITION CENTER COOPERATION AGREEMENT; INTERNAL OFFICE DISCUSSIONS AND MEMO RE: ALL OF SAME.	0.50          1.25
12/16/2016	REVIEW EXHIBITION CENTER COOPERATION AGREEMENT; REVIEW AMENDED AND RESTATED ROOM TAX COMMISSION AND	



VILLAGE OF KIMBERLY

FOX CITIES AREA ROOM TAX COMMISSION

		HOURS	
	TOURISM ZONE AGREEMENT; CONTINUED REVIEW AND EDITING OF FOX CITIES AREA ROOM TAX COMMISSION BYLAWS IN ACCORDANCE WITH ADAM HAMMATT COMMENTS AND QUESTIONS FROM NOVEMBER 28, 2016 E-MAIL; DRAFT RESPONSE E-MAIL TO ADAM HAMMATT RE: ALL OF SAME AND RESPONDING TO SAID COMMENTS AND QUESTIONS.	1.25	
12/21/2016	FINAL EDITS TO BYLAWS OPINION AND EMAIL TO ADAM HAMMATT WITH FURTHER BYLAW EDITS.	1.00	
	FOR CURRENT SERVICES RENDERED	13.50	2,079.00
		<u>HOURS</u>	<u>RECAPITULATION</u>
		13.50	<u>HOURLY RATE</u>
			\$154.00
			<u>TOTAL</u>
			\$2,079.00
	TOTAL CURRENT WORK		2,079.00
	BALANCE DUE		<u>\$2,079.00</u>