

AGENDA

FOX CITIES HOTEL ROOM TAX COMMISSION

December 18, 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 October 30 Special Meeting Minutes	Bruce Sherman
Financial Report on Status of Room Tax Collections	Pam Seidl
Status of PAC Bonds	Tony Saucerman
Status of Exhibition Center Project	Karen Harkness
CVB Report 1. Sports Facility Update	Pam Seidl
Old Business	Bruce Sherman
New Business 1. Posting of Meeting Documents 2. Discussion of Approval and Funding of Invoice from Herring Clark	Bruce Sherman
Adjournment	Bruce Sherman

Upcoming meeting dates (all at the CVB) –

March 19, 2018 at 3:00pm

June 18, 2018 at 3:00pm

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

**FOX CITIES ROOM TAX COMMISSION
MEETING MINUTES**

DATE: October 30, 2017

TIME: 3:00 p.m.

PLACE: Town of Grand Chute Municipal Center – Community Room

PRESENT: Lee Meyerhoffer, Tony Saucerman, Karen Harkness, Jeff Nooyen, Mike Easker, Al Schaefer, George Dearborn, Deb Johnson, Jim March, Thomas Wilde, Jay Schumerth, Chuck Gifford, Bob Benz, John Jacobs, Teri Matheny, Jim Gunz, Dani Block

EXCUSED: Bruce Sherman

STAFF: Pam Seidl, Kim Tisler

GUESTS: Kyle Thelen, Herrling Clark Law

AUDIENCE: James Fenlon, Chris Haese, Duke Behnke, Bob Schmeichel, Patti Coenen, Dean Kaufert, Dave Schowalter, Dale Youngquist, Ben LaFrombois

- I. **CALL TO ORDER:** Mr. Easker called the meeting to order at 3:00pm.
- II. **ROLL CALL of MEMBERSHIP:** The list of Fox Cities Hotel Room Tax Commission 2017-2018 Appointments was passed around and appointees were asked to initial confirmation of their attendance at the meeting.
- III. **MINUTES:** Minutes of the September 2017 meeting were e-mailed in advance. Three necessary corrections were noted and the original September minutes have been revised to reflect the corrections. **Mr. Benz moved approval of the September minutes with corrections. Second by Mr. Schaefer. Motion carried.**
- IV. **REPORT FROM PAC ROOM TAX COMMISSION TASK FORCE:** The Fox Cities Room Tax Commission Task Force was formed at the September 2017 meeting of the Commission. The Task Force was asked to consult legal counsel and answer two questions: what funds constitute the excess and what entity has the authority to determine use of the excess. The Task Force contracted with Attorney Koehler of Herrling Clark to provide a legal review. Attorney Koehler's draft memo was provided in advance for Commissioner's to review.

- V. **DISCUSSION OF FINDINGS BY OUTSIDE COUNSEL:** Mr. Meyerhoffer informed Commission members that legal counsel has given an opinion on who has the authority over room tax collections. **Mr. Meyerhoffer moved to receive the report from Herrling Clark Law and have it placed on file. Second by Mr. Gunz. Motion carried.**
- VI. **POTENTIAL ACTION RELATING TO DISCUSSION OF FINDINGS:** **Mr. Meyerhoffer moved to concur with the findings of legal counsel with regard to the issue at hand. Second by Mr. March. Motion carried with Mr. Saucerman and Ms. Harkness voting nay.**
- VII. **CONSIDERATION OF A RESOLUTION APPROVING THE DISTRIBUTION OF SURPLUS PERFORMING ARTS CENTER (PAC) ROOM TAX REVENUE:** **Mr. Gunz moved to approve the resolution as presented. Second by Mr. Benz.**

Discussion ensued. Ms. Matheny asked for clarification as to the genesis of the resolution. Mr. March recounted his invitation to representatives from the City of Appleton and City of Neenah to meet and find common ground on the issues versus moving to litigation that would be costly and add further time delays. An attorney with the City of Neenah put together the resolution as a summary of the meeting's final outcome.

Ms. Johnson moved to amend part two of the motion in order to earmark the full \$650,000 to the sports facilities fund. Second by Ms. Harkness. A roll call vote was taken, but some Commission expressed confusion on the specific subject of the vote and a re-vote was requested.

Mr. Easker clarified the vote was on Ms. Johnson's proposed amendment.

Mr. Meyerhoffer voiced that he does not support this amendment and that the question as to how the \$650,000 should be earmarked should be handled in a separate manner, apart from the original amendment. **Mr. Meyerhoffer moved to table Ms. Johnson's amendment.**

A roll call vote on whether or not to table Ms. Johnson's amendment was taken.

Karen Harkness – nay
Tony Saucerman – nay
Jay Schumerth – nay
Jim March – aye
Jeff Nooyen – aye
Mike Easker – aye
Jim Gunz – aye
Al Schaefer – nay
Dani Block – nay
Lee Meyerhoffer – aye
Teri Matheny – aye

Thomas Wilde – nay
George Dearborn – nay
John Jacobs – nay
Bob Benz – nay
Deb Johnson – aye
Chuck Gifford – nay

The motion to table the amendment failed with a vote of (7) ayes and (10) nays.

Ms. Johnson’s original amendment was brought to the Committee for a vote. Second by Ms Harkness as originally stated. A roll call vote was taken.

Karen Harkness – aye
Tony Saucerman – aye
Jay Schumerth – aye
Jim March – aye
Jeff Nooyen – aye
Mike Easker – nay
Jim Gunz – nay
Al Schaefer – nay
Dani Block – nay
Lee Meyerhoffer – nay
Teri Matheny – nay
Thomas Wilde – nay
George Dearborn – aye
John Jacobs – aye
Bob Benz – aye
Deb Johnson – aye
Chuck Gifford – aye

The motion to amend part two of the original motion in order to earmark the full \$650,000 to the sports facilities fund passed with a vote of (10) ayes and (7) nays.

Ms. Harkness asked for and was granted the right to speak. “As a member of the Fox Cities Hotel Room Tax Commission, appointed by the City of Appleton Common Council, I would like my statement reflected in the minutes. I plan to vote yes and support the resolution before us today. I do not agree with the legal conclusions as stated in the resolution but I do agree this is an economic and political agreement that supports regional economic development, the exhibition center and I hope the sports facility”.

The original motion made by Mr. Gunz to accept the Resolution Authorizing Distribution of Surplus Performing Arts Center (“PAC) Room Tax Revenue, with a second by Mr. Benz, was still on the floor. A roll call vote was taken to approve the original motion, but with the added amendment moved by Ms. Johnson.

Karen Harkness – aye
Tony Saucerman – aye
Jay Schumerth – aye
Jim March – aye
Jeff Nooyen – aye
Mike Easker – aye
Jim Gunz – aye
Al Schaefer – aye
Dani Block – aye
Lee Meyerhoffer – aye
Teri Matheny – aye
Thomas Wilde – aye
George Dearborn – aye
John Jacobs – aye
Bob Benz – aye
Deb Johnson – aye
Chuck Gifford – aye

The motion carried with unanimous consent.

VIII Mr. Gunz moved for adjournment at 3:34 p.m. Second by Mr. Saucerman. Motion carried.

**Fox Cities Room Tax Commission
Balance Sheet
December 12, 2017**

	<u>Current Year</u>	<u>Year to Date</u>
ASSETS		
Current Assets		
1003-30-00 BLC Expo Center MM Acct	\$ 1,876,144.78	
1004-30-00 BLC Fox Cities Rm Tax Comm	<u>7,521.00</u>	
Total Current Assets		1,883,665.78
Other Assets		
	<u>0.00</u>	
Total Other Assets		<u>0.00</u>
Total Assets		<u><u>\$ 1,883,665.78</u></u>
 LIABILITIES AND CAPITAL		
Current Liabilities		
	<u>0.00</u>	
Total Current Liabilities		0.00
Long-Term Liabilities		
2720-30-00 BLC Expo Center	\$ 1,876,144.77	
2721-30-00 BLC Fox Cities Rm Tax Comm	<u>7,521.00</u>	
Total Long-Term Liabilities		<u>1,883,665.77</u>
Total Liabilities		1,883,665.77
Capital		
Net Income	<u>0.00</u>	
Total Capital		<u>0.00</u>
Total Liabilities & Capital		<u><u>\$ 1,883,665.77</u></u>

**Fox Cities Room Tax Commission
Summary Income Statement
For the Twelve Months Ending December 12, 2017**

	<u>Year to Date</u>
<u>Revenues</u>	
Room Tax Income - Expo Cntr	1,286,676.93
Room Tax Income - Expo Cntr (4thQ 2016)	755.84
Room Tax Commission Member Fees	5,700.00
Interest Income	1,947.32
Total Revenues	<u>1,295,080.09</u>
 <u>Expenses</u>	
Herrling Clark Law	2079.00
Total Expenses	<u>2,079.00</u>
Net Income	<u>\$ 1,293,001.09</u>

Hotel/Motel Transient Room Tax Remittance 2017 - 1st Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 2,902,435.29	\$ 5,788,331.76	\$ 88,530.00	\$ 915,283.43	\$ 397,068.13	\$ 1,837.70	\$ 1,349.95	\$ 846,622.38	\$ 270.00	\$ -	\$ 10,941,728.64
Room tax receipts for quarter	\$ 290,243.53	\$ 578,833.18	\$ 8,853.00	\$ 91,528.34	\$ 39,706.81	\$ 183.77	\$ 135.00	\$ 84,662.24	\$ 27.00	\$ -	\$ 1,094,172.86
CVB Allocation	\$ 87,073.06	\$ 173,649.95	\$ 2,655.90	\$ 27,458.50	\$ 11,912.04	\$ 55.13	\$ 40.50	\$ 25,398.67	\$ 8.10	\$ -	\$ 328,251.86
LESS amount retained by municipality	\$ 4,353.65	\$ 8,682.50	\$ 132.80	\$ 1,372.93	\$ 595.60	\$ 2.76	\$ 2.02	\$ 1,269.93	\$ 0.41	\$ -	\$ 16,412.59
Net CVB allocation	\$ 82,719.41	\$ 164,967.46	\$ 2,523.11	\$ 26,085.58	\$ 11,316.44	\$ 52.37	\$ 38.47	\$ 24,128.74	\$ 7.70	\$ -	\$ 311,839.27
Exhibition Center allocation	\$ 87,073.06	\$ 173,649.95	\$ 2,655.90	\$ 27,458.50	\$ 11,912.04	\$ 55.13	\$ 40.50	\$ 25,398.67	\$ 8.10	\$ -	\$ 328,251.86
Sports Facilities allocation	\$ 29,024.35	\$ 57,883.32	\$ 885.30	\$ 9,152.83	\$ 3,970.68	\$ 18.38	\$ 13.50	\$ 8,466.22	\$ 2.70	\$ -	\$ 109,417.29
Total remitted to CVB	\$ 198,816.82	\$ 396,500.73	\$ 6,064.31	\$ 62,696.91	\$ 27,199.17	\$ 125.88	\$ 92.47	\$ 57,993.63	\$ 18.50	\$ -	\$ 749,508.41
PAC allocation (remitted to Associated	\$ 58,048.71	\$ 115,766.64	\$ 1,770.60	\$ 18,305.67	\$ 7,941.36	\$ 36.75	\$ 27.00	\$ 16,932.45	\$ 5.40	\$ -	\$ 218,834.57
Municipality allocation to be retained by municipality	\$ 29,024.35	\$ 57,883.32	\$ 885.30	\$ 9,152.83	\$ 3,970.68	\$ 18.38	\$ 13.50	\$ 8,466.22	\$ 2.70	\$ -	\$ 109,417.29
Municipality portion of CVB allocation	\$ 4,353.65	\$ 8,682.50	\$ 132.80	\$ 1,372.93	\$ 595.60	\$ 2.76	\$ 2.02	\$ 1,269.93	\$ 0.41	\$ -	\$ 16,412.59
Total Amount retained by Municipality	\$ 33,378.01	\$ 66,565.82	\$ 1,018.10	\$ 10,525.76	\$ 4,566.28	\$ 21.13	\$ 15.52	\$ 9,736.16	\$ 3.11	\$ -	\$ 125,829.88

Net CVB allocation	\$ 311,839.27
Exhibition Center allocation	\$ 328,251.86
Sports Facilities allocation	\$ 109,417.29
PAC allocation (remitted to Associated	\$ 218,834.57
Total Amount retained by Municipality	<u>\$ 125,829.88</u>
Total	\$ 1,094,172.86

Hotel/Motel Transient Room Tax Remittance 2017 - 2nd Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Tw Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,435,408.90	\$ 7,652,326.24	\$ 119,254.00	\$ 1,237,171.06	\$ 435,647.89	\$ 9,505.00	\$ 3,837.94	\$ 1,044,729.96	\$ 270.00	\$ -	\$ 13,938,150.99
Room tax receipts for quarter	\$ 343,540.89	\$ 765,232.62	\$ 11,925.40	\$ 123,717.11	\$ 43,564.79	\$ 950.50	\$ 383.79	\$ 104,473.00	\$ 27.00	\$ -	\$ 1,393,815.10
CVB Allocation	\$ 103,062.27	\$ 229,569.79	\$ 3,577.62	\$ 37,115.13	\$ 13,069.44	\$ 285.15	\$ 115.14	\$ 31,341.90	\$ 8.10	\$ -	\$ 418,144.53
LESS amount retained by municipality	\$ 5,153.11	\$ 11,478.49	\$ 178.88	\$ 1,855.76	\$ 653.47	\$ 14.26	\$ 5.76	\$ 1,567.09	\$ 0.41	\$ -	\$ 20,907.23
Net CVB allocation	\$ 97,909.15	\$ 218,091.30	\$ 3,398.74	\$ 35,259.38	\$ 12,415.96	\$ 270.89	\$ 109.38	\$ 29,774.80	\$ 7.70	\$ -	\$ 397,237.30
Exhibition Center allocation	\$ 103,062.27	\$ 229,569.79	\$ 3,577.62	\$ 37,115.13	\$ 13,069.44	\$ 285.15	\$ 115.14	\$ 31,341.90	\$ 8.10	\$ -	\$ 418,144.53
Sports Facilities allocation	\$ 34,354.09	\$ 76,523.26	\$ 1,192.54	\$ 12,371.71	\$ 4,356.48	\$ 95.05	\$ 38.38	\$ 10,447.30	\$ 2.70	\$ -	\$ 139,381.51
Total remitted to CVB	\$ 235,325.51	\$ 524,184.35	\$ 8,168.90	\$ 84,746.22	\$ 29,841.88	\$ 651.09	\$ 262.90	\$ 71,564.00	\$ 18.50	\$ -	\$ 954,763.34
PAC allocation (remitted to Associated	\$ 68,708.18	\$ 153,046.52	\$ 2,385.08	\$ 24,743.42	\$ 8,712.96	\$ 190.10	\$ 76.76	\$ 20,894.60	\$ 5.40	\$ -	\$ 278,763.02
Municipality allocation to be retained by municipality	\$ 34,354.09	\$ 76,523.26	\$ 1,192.54	\$ 12,371.71	\$ 4,356.48	\$ 95.05	\$ 38.38	\$ 10,447.30	\$ 2.70	\$ -	\$ 139,381.51
allocation	\$ 5,153.11	\$ 11,478.49	\$ 178.88	\$ 1,855.76	\$ 653.47	\$ 14.26	\$ 5.76	\$ 1,567.09	\$ 0.41	\$ -	\$ 20,907.23
Municipality	\$ 39,507.20	\$ 88,001.75	\$ 1,371.42	\$ 14,227.47	\$ 5,009.95	\$ 109.31	\$ 44.14	\$ 12,014.39	\$ 3.11	\$ -	\$ 160,288.74

Net CVB allocation	\$ 397,237.30
Exhibition Center allocation	\$ 418,144.53
Sports Facilities allocation	\$ 139,381.51
Associated	\$ 278,763.02
Municipality	\$ 160,288.74
Total	\$ 1,393,815.10

(City of Appleton: includes \$3,422,391.80 2nd quarter/\$13,017.10 past due 1st quarter)

Hotel/Motel Transient Room Tax Remittance 2017 - 3rd Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 4,746,415.03	\$ 10,056,854.77	\$ -	\$ 1,533,716.99	\$ 538,400.07	\$ 18,109.57		\$ 1,115,314.84	\$ 540.00	\$ -	\$ 18,009,351.27
Room tax receipts for quarter	\$ 474,641.50	\$ 1,005,685.48	\$ -	\$ 153,371.70	\$ 53,840.01	\$ 1,810.96	\$ -	\$ 111,531.48	\$ 54.00	\$ -	\$ 1,800,935.13
CVB Allocation	\$ 142,392.45	\$ 301,705.64	\$ -	\$ 46,011.51	\$ 16,152.00	\$ 543.29	\$ -	\$ 33,459.45	\$ 16.20	\$ -	\$ 540,280.54
LESS amount retained by municipality	\$ 7,119.62	\$ 15,085.28	\$ -	\$ 2,300.58	\$ 807.60	\$ 27.16	\$ -	\$ 1,672.97	\$ 0.81	\$ -	\$ 27,014.03
Net CVB allocation	\$ 135,272.83	\$ 286,620.36	\$ -	\$ 43,710.93	\$ 15,344.40	\$ 516.12	\$ -	\$ 31,786.47	\$ 15.39	\$ -	\$ 513,266.51
Exhibition Center allocation	\$ 142,392.45	\$ 301,705.64	\$ -	\$ 46,011.51	\$ 16,152.00	\$ 543.29	\$ -	\$ 33,459.45	\$ 16.20	\$ -	\$ 540,280.54
Sports Facilities allocation	\$ 47,464.15	\$ 100,568.55	\$ -	\$ 15,337.17	\$ 5,384.00	\$ 181.10	\$ -	\$ 11,153.15	\$ 5.40	\$ -	\$ 180,093.51
Total remitted to CVB	\$ 325,129.43	\$ 688,894.55	\$ -	\$ 105,059.61	\$ 36,880.40	\$ 1,240.51	\$ -	\$ 76,399.07	\$ 36.99	\$ -	\$ 1,233,640.56
PAC allocation (remitted to Associated	\$ 94,928.30	\$ 201,137.10	\$ -	\$ 30,674.34	\$ 10,768.00	\$ 362.19	\$ -	\$ 22,306.30	\$ 10.80	\$ -	\$ 360,187.03
Municipality allocation to be retained by municipality	\$ 47,464.15	\$ 100,568.55	\$ -	\$ 15,337.17	\$ 5,384.00	\$ 181.10	\$ -	\$ 11,153.15	\$ 5.40	\$ -	\$ 180,093.51
allocation	\$ 7,119.62	\$ 15,085.28	\$ -	\$ 2,300.58	\$ 807.60	\$ 27.16	\$ -	\$ 1,672.97	\$ 0.81	\$ -	\$ 27,014.03
Municipality	\$ 54,583.77	\$ 115,653.83	\$ -	\$ 17,637.75	\$ 6,191.60	\$ 208.26	\$ -	\$ 12,826.12	\$ 6.21	\$ -	\$ 207,107.54

Net CVB allocation	\$ 513,266.51
Exhibition Center allocation	\$ 540,280.54
Sports Facilities allocation	\$ 180,093.51
Associated	\$ 360,187.03
Municipality	\$ 207,107.54
Total	\$ 1,800,935.13

(City of Appleton: includes \$3,422,391.80 2nd quarter/\$13,017.10 past due 1st quarter)

2017 Municipal Room Tax Collections Summary by Quarter

2017	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Net CVB allocation	\$ 311,839.27	\$ 397,237.30	\$ 513,266.51	\$ -	\$ 1,222,343.08
Exhibition Center allocation	\$ 328,251.86	\$ 418,144.53	\$ 540,280.54	\$ -	\$ 1,286,676.93
Sports Facilities allocation	\$ 109,417.29	\$ 139,381.51	\$ 180,093.51	\$ -	\$ 428,892.31
PAC allocation (remitted to Associated)	\$ 218,834.57	\$ 278,763.02	\$ 360,187.03	\$ -	\$ 857,784.62
Total Amount retained by Municipality	\$ 125,829.88	\$ 160,288.74	\$ 207,107.54	\$ -	\$ 493,226.16
Total	\$ 1,094,172.86	\$ 1,393,815.10	\$ 1,800,935.13	\$ -	\$ 4,288,923.09

Member Contributions

	2016 per			
	#members	date paid	member fee	total
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	01.27.17	\$ 300.00	\$ 600.00
Town Neenah	1	11.02.16	\$ 300.00	\$ 300.00
Vlg Sherwood	1	10.31.16	\$ 300.00	\$ 300.00
				\$ 4,800.00

	2017 per			
	#members	date paid	member fee	total
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	7.6.17	\$ 300.00	\$ 300.00
City Menasha	1	6.7.17	\$ 300.00	\$ 300.00
Vlg Fox Crossing	1	2.13.17	\$ 300.00	\$ 300.00
City of Neenah	2	6.7.17	\$ 300.00	\$ 600.00
Town Neenah	1	1.10.17	\$ 300.00	\$ 300.00
Vlg Sherwood	1	2.28.17	\$ 300.00	\$ 300.00
				\$ 4,800.00
				\$ 9,600.00
Herrling Clark Law		3.24.17		(2,079.00)
				\$ 7,521.00

800 N. Lynndale Dr.
Appleton, WI 54914
920.739.7366
Fax: 920.739.6352

Green Bay
920.468.7366

New London
920.982.9652

Oshkosh
920.385.0616

November 15, 2017

Room Tax Commission
Attention: Pam Seidl
3433 W. College Avenue
Appleton, WI 54914

RE: Invoice

Dear Pam:

Enclosed please find our statement for services rendered. When appropriate we try to bill files when the work is concluded and the file is ready to be closed to minimize your inconvenience, but more frequent and periodic billings can be made at your request.

The enclosed statement accounts for all billing time in our computerized billing system to date. In the event there are further matters pending not yet placed into our system and reviewed, or further services to be performed, a follow-up billing will be submitted.

In the meantime, we thank you for referring this matter to our office.

Very truly yours,



Charles D. Koehler
Direct Dial: 920-882-3227

CDK: kap
Enclosure

Tyler J. CLARINGBOLE
John D. CLAYPOOL
Greg P. CURTIS
Richard T. ELROD
Paula A. HAMER
Charles J. HARTZHEIM
Kelly S. KELLY
Charles D. KOEHLER
Kevin LONERGAN
Robert B. LOOMIS
Andrew J. ROSSMEISSL
Kristen S. SCHEUERMAN
Michael S. SIDDALL
Kyle J. THELEN
OF COUNSEL
Don R. HERRLING
Roger W. CLARK

ROOM TAX COMMISSION
3433 W. COLLEGE AVE.
APPLETON WI 54914

ATTN: PAM SEIDL

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11/15/2017
44611-00M

BUSINESS MATTERS

- 09/28/2017 REVIEW OF PAC ROOM TAX COOPERATION AGREEMENT, PLEDGE AND SECURITY AGREEMENT, EXHIBITION CENTER COOPERATION AGREEMENT, AND OTHER DOCUMENTS PROVIDED BY PAM SEIDL; DRAFT LEGAL OPINION MEMO REGARDING PAC RESERVE FUND, EXCESS TAX REVENUE IN RESERVE FUND, AND WHO HAS THE AUTHORITY TO DETERMINE USE OF SAID REVENUES.
RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL FORWARDING CORRESPONDENCES RE: REASON THAT RESERVE FUND COULD NOT BE USED TO REDEEM BONDS ON SEPTEMBER 1ST.
- 09/29/2017 REVIEW ADDITIONAL DOCUMENTS RELATING TO PAC BONDS, PLEDGE AND SECURITY AGREEMENTS, COOPERATION AGREEMENTS, AND OTHER DOCUMENTS RELATING TO PAYMENT OF BONDS, EXCESSED BOND PAYMENT FUNDS, AND PAC RESERVE FUND ALL IN PREPARATION OF DISCUSSIONS TO DETERMINE WHAT HAPPENS TO PAC RESERVE FUND AND EXCESS MONIES ONCE PAC BONDS ARE SATISFIED.
EMAIL CORRESPONDENCE TO/FROM PAM SEIDL RE: 2012 PLEDGE AND SECURITY AGREEMENT AND OTHER REFINANCING DOCUMENTS SIGNED IN 2012.
- 10/02/2017 RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL RE: 2001 APPLETON INDENTURE AGREEMENT.
- 10/04/2017 FURTHER REVIEW OF DOCUMENTS TO DETERMINE ABILITY OF APPLETON TO RETAIN PAC RESERVE FUND AFTER BONDS ARE SATISFIED; REVIEW OF DOCUMENTS PERTAINING TO 2017 PLEDGE AGREEMENT FOR FOX CITIES EXHIBITION CENTER.
REVIEW EMAILS FROM BEN LAFRAMBOIS; REVIEW 2017 PROPOSED PLEDGE AGREEMENT; RESEARCH REGARDING SAME; OFFICE CONF WITH KT TO DISCUSS HISTORY OF BEN LAFRAOMBOIS' REQUEST AND INTERPLAY BETWEEN 2017 PROPOSED PLEDGE AGREEMENT AND 2001 AND 2015 INTERGOVERNMENTAL COOPERATION AGREEMENTS, RESPECTIVELY
- 10/05/2017 REVIEW OF 2001 AGREEMENT, 2012 AGREEMENT, 2015 AGREEMENT AND

ROOM TAX COMMISSION

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11/15/2017
44611-00M

BUSINESS MATTERS

2017 AGREEMENT; T. CONF WITH MIKE EASKER, T. CONF ASSOCIATED TRUST IN GREEN BAY; T. CONF BEN LAFROMBOIS, PREPARATION OF FIRST DRAFT MEMORANDUM SUMMARIZING DOCUMENTS REVIEWED. FURTHER DOCUMENT REVIEW AND INTERNAL DISCUSSIONS REGARDING NEED FOR MUNICIPALITIES TO SIGN 2017 PLEDGE AND SECURITY AGREEMENT AND THE ABILITY FOR APPLETON (OR ROOM TAX COMMISSION) TO RETURN OWNERSHIP OF THE PAC RESERVE FUND MONIES.

10/06/2017

FURTHER DOCUMENT REVIEW TO DETERMINE APPROPRIATE DISTRIBUTION OF PAC RESERVE FUND AND HOW 2017 PLEDGE AND SECURITY AGREEMENT MAY AFFECT CLIENTS; REVIEW AND REVISE DOCUMENT REVIEW MEMORANDUM FOR CLIENT RELATING TO ALL DOCUMENTATION FOR PAC BONDS AND FOX CITIES EXHIBITION CENTER BONDS; MULTIPLE INTERNAL DISCUSSIONS REGARDING APPROPRIATE DISTRIBUTION OF PAC RESERVE BONDS, ROOM TAX REVENUE AND HOW IT'S ALLOCATED AMONGST VARIOUS PROJECTS, 2017 PLEDGE AND SECURITY AGREEMENT, AND OTHER MISCELLANEOUS MATTERS RELATING TO ROOM TAX COMMISSION AND FUNDS CURRENTLY BEING HELD IN THE PAC RESERVE FUND.
OFFICE CONFERENCE WITH TC AND CDK TO DISCUSS MEANING OF VARIOUS DOCUMENTS CONCERNING POINT IN TIME WHEN PAC BONDS TO BE PAID OFF UNDER AGREEMENT; PARTICIPATION IN TELEPHONE CALL WITH MIKE ESKER AT CITY OF NEENAH REGARDING SAME; PARTICIPATION IN CONFERENCE CALL WITH BEN LAFROMBOIS REGARDING SAME
SECOND PHONE CONFERENCE WITH BEN LAFROMBOIS RE: APPLETON'S POSITION SUMMARY ON USE OF EXCESS ROOM TAX FUNDS FOR EXPOSITION CENTER.
RECEIPT AND REVIEW OF EMAIL FROM BEN RE: 2012 BOND INDENTURE AND REVIEW OF SECTION 12.01(b) AND 10.05.

0/10/2017

RECEIPT AND REVIEW OF MEMORANDUM; MEETING WITH ROOM TAX COMMISSION COMMITTEE.
T. CONF WITH ATTORNEY DAVID RYAN.
DRAFT #2 OF REVIEW MEMORANDUM INCLUDING CLARIFICATIONS, HEADINGS, AND ADDITIONAL EXPLANATIONS; CORRESPONDENCE TO ROOM TAX COMMISSION COMMITTEE.
RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL NOTIFYING ROOM TAX COMMISSION OF TASK FORCE MEETING AND ATTENDANCE AT OCTOBER 23RD ROOM TAX COMMISSION MEETING.

ROOM TAX COMMISSION

BUSINESS MATTERS

10/11/2017	CORRESPONDENCE FROM COMMITTEE MEMBERS AND CLARIFICATION OF PARAGRAPH 7 OF MEMORANDUM; T. CONF. WITH PAM SEIDL. RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL WITH COMMENTS ON MEMO DRAFT #2.	
10/12/2017	T. CONF WITH CITY ATTORNEY JIM WALSH. T. CONF WITH BEN LAFROMBOIS RE: DISCUSSION OF VARIOUS RELEVANT TAX COMMISSION DOCUMENTS.	
10/18/2017	T. CONF AND CORRESPONDENCE WITH PAM SEIDL AND BEN LAFROMBOIS RE: DRAFT MEMORANDUM AND REQUEST FOR REPRESENTATION.	
10/23/2017	INTERNAL DISCUSSIONS REGARDING ROOM TAX COMMISSION MEETINGS ON OCTOBER 23 AND OCTOBER 30; PHONE CONFERENCE WITH PAM SEIDL REGARDING SAME; ROUND-TRIP TRAVEL TO/FROM APPLETON CVB; ATTEND SMALL GROUP ROOM TAX COMMISSION MEETING. DISCUSSION WITH PAM SEIDL AND CITY OF NEENAH REGARDING POTENTIAL DRAFTING OF MOTION VERBIAGE AND LETTER. RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL RE: INQUIRY FROM REPORTER AT POST-CRESCENT.	
10/25/2017	RECEIPT AND REVIEW OF EMAIL FROM PAM SEIDL FORWARDING LETTER FROM MAYOR OF APPLETON AND MEMO WRITTEN BY BEN LAFRAMBOIS; REVIEW OF ATTACHED CORRESPONDENCE AND LAFRAMBOIS' MEMO; DRAFT FIRST DRAFT OF RESPONSE MEMO TO LAFRAMBOIS' MEMO . ROOM TAX COMMISSION	
10/27/2017	RECEIPT AND REVIEW OF EMAIL FROM ATTORNEY JIM GODLEWSKI FORWARDING DRAFT RESOLUTION.	
	FOR CURRENT SERVICES RENDERED	9,137.50
	TOTAL CURRENT WORK	9,137.50
	BALANCE DUE	<u>\$9,137.50</u>

PAYMENTS RECEIVED OR CREDITS ISSUED AFTER STATEMENT DATE WILL BE APPLIED TO YOUR ACCOUNT NEXT MONTH