

AGENDA

FOX CITIES AREA ROOM TAX COMMISSION

September 17, 2018

3:00 p.m.

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

Call to order	Bruce Sherman
Roll call of membership	Bruce Sherman
Approval of June 18, 2018 Meeting Minutes	Bruce Sherman
Financial Report on Status of Room Tax Collections 1. Outstanding Room Tax Collections	Pam Seidl
Update on Fiscal Agency Agreement & Reporting Process	Eric Wied, Associated Trust
Report on final financing details of the Fox Cities Champion Center bonds	John Mehan, Baird
CVB Report	Pam Seidl
Old Business	Bruce Sherman
New Business <ul style="list-style-type: none"> • Third Party Services to Collect room taxes from housing marketplaces. 	Bruce Sherman/Pam Seidl
Adjournment	Bruce Sherman

Upcoming meeting dates (all at the CVB) –

September 17, 2018 @ 3 p.m.

December 17, 2018 @ 3 p.m.

March 18, 2019 @ 3 p.m.

June 17, 2019 @ 3 p.m.

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

**FOX CITIES ROOM TAX COMMISSION
MEETING MINUTES**

DATE: June 18, 2018

TIME: 3:00 p.m.

PLACE: Fox Cities Convention & Visitors Bureau

PRESENT: Tony Saucerman, Bruce Sherman, Mike Easker, George Dearborn, Deb Johnson, Jim March, Chuck Gifford, Bob Benz, John Jacobs, Dani Block, Jim Gunz, Thomas Wilde, Barbara Rein, Linda Garvey, Dave Schowalter, James Fenlon

ABSENT: Jim Gunz

STAFF: Pam Seidl, Kim Tisler

GUESTS: William Van Rossum (City of Kaukauna), Eric Wied (Associated Trust Co.), Brad Viegut (Baird)

- I. **CALL TO ORDER:** Mr. Sherman called the meeting to order at 3:00pm.
- II. **ROLL CALL of MEMBERSHIP:** A list of Commission members was passed around and those in attendance initialed the sheet. A copy of the Fox Cities Area Room Tax Commission Bylaws was provided in the meeting packet as a reference for new appointees.
- III. **MINUTES:** Minutes of the April 9, 2018 meeting were mailed in advance. **Mr. Benz moved approval of the December minutes as presented. Second by Ms. Johnson. Motion carried.**
- IV. **FINANCIAL REPORT:** The City of Kaukauna's 4th quarter 2017 and 1st quarter 2018 room tax remains outstanding. William Van Rossum, Finance Director for the City of Kaukauna, was in attendance as the City has not yet appointed a member to the Commission. Mr. Van Rossum reported that he has been in contact with the hotel owner and City will move ahead with legal action to collect the outstanding tax.

Commission members were given a copy of the June 12, 2018 financial report and a 1st quarter 2018 summary of room tax collections. 1st quarter Expo Center room tax held by the CVB has been wired to Associated Trust.

- V. **PRESENTATION ON FISCAL AGENCY AGREEMENT & REPORTING PROCESS:** Eric Wied of Associated Trust presented an overview of the new Fiscal Agency Agreement & Reporting process. Beginning with 2nd quarter 2018 room tax, hotel owners will submit the Hotel

and Motel Transient Room Tax Quarterly Return form, along with the Fox Cities Room Tax Summary sheet. The CVB has held meetings to inform area hoteliers of the change to reporting requirements. It was suggested that the CVB provide a notice template to each of the municipalities so that they may send reminders to the hotel general managers as well.

VI. REPORT ON FINAL FINANCING DETAILS OF THE FOX CITIES EXHIBITION CENTER BONDS:

Brad Viegut of Baird provided a document which summarizes the Fox Cities Exhibition Center Hotel/Motel Room Tax Revenue Bonds Final Financing Plan.

VII. CVB REPORT: Ms. Seidl commented on current occupancy rates and selling efforts being made by CVB staff in the convention and sports markets.

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS:

1. Room Tax Commission Annual Report: The 2017 Annual Report of the Fox Cities Area Room Tax Commission was including in the meeting packet.
2. Consideration and Potential Action on Resolution regarding Grand Chute CDA 2018: Commission members were given a copy of the Resolution Authorizing the Execution and Delivery of Documents relating to the Fox Cities Sports Facility Project and asked to act of the Cooperation Agreement and the Pledge and Security Agreement. With the exception of the City of Appleton, all other municipalities have either adopted the agreement, or it is on their schedule for review and approval. Additional discussion surrounded the timeline for closing on the financing of the sports facility project and Section 3.03 of the agreement pertaining to the costs of construction. A document detailing the Estimated Project Budget's Source of Funds was passed out to members. **Mr. Easker moved approval of the Cooperation Agreement and the Pledge and Security Agreement. Second by Mr. Benz. Motion carried with Mr. Saucerman voting nay.**
3. Election of Officers for 2018-2019: **Ms. Harkness moved to keep the current slate of officers as is. Second by Mr. Saucerman. Motion carried.**
4. Appointment of Hoteliers for 2018-2019: **Mr. Sherman moved to accept Deb Johnson of the Copperleaf Hotel, and Chuck Gifford from the Comfort Suites as hotel representatives on the Fox Cities Room Tax Commission. Second by Ms. Harkness. Motion carried.**

X. ADJOURNMENT: Mr. Sherman moved for adjournment. Second by Mr. Wilde. Motion carried.

Next Meeting: Monday, September 17 at 3 p.m.

Hotel/Motel Transient Room Tax Remittance 2018 - 1st Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Tw n Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,870,925.50	\$ 5,821,789.88	\$ -	\$ 881,155.53	\$ 180,611.50	\$ 2,525.88	\$ 4,533.27	\$ 1,363,423.70	\$ 270.00	\$ -	\$ 12,125,235.26
Room tax receipts for quarter	\$ 387,092.55	\$ 582,178.99	\$ -	\$ 88,115.55	\$ 18,061.15	\$ 252.59	\$ 453.33	\$ 136,342.37	\$ 27.00	\$ -	\$ 1,212,523.53
CVB Allocation	\$ 116,127.77	\$ 174,653.70	\$ -	\$ 26,434.67	\$ 5,418.35	\$ 75.78	\$ 136.00	\$ 40,902.71	\$ 8.10	\$ -	\$ 363,757.06
LESS amount retained by municipality	\$ 5,806.39	\$ 8,732.68	\$ -	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,187.85
Net CVB allocation	\$ 110,321.38	\$ 165,921.01	\$ -	\$ 25,112.93	\$ 5,147.43	\$ 71.99	\$ 129.20	\$ 38,857.58	\$ 7.70	\$ -	\$ 345,569.20
Exhibition Center allocation	\$ 116,127.77	\$ 174,653.70	\$ -	\$ 26,434.67	\$ 5,418.35	\$ 75.78	\$ 136.00	\$ 40,902.71	\$ 8.10	\$ -	\$ 363,757.06
Sports Facilities allocation	\$ 38,709.26	\$ 58,217.90	\$ -	\$ 8,811.56	\$ 1,806.12	\$ 25.26	\$ 45.33	\$ 13,634.24	\$ 2.70	\$ -	\$ 121,252.35
Total remitted to CVB	\$ 265,158.40	\$ 398,792.61	\$ -	\$ 60,359.15	\$ 12,371.89	\$ 173.02	\$ 310.53	\$ 93,394.52	\$ 18.50	\$ -	\$ 830,578.62
PAC allocation (remitted to Associated	\$ 77,418.51	\$ 116,435.80	\$ -	\$ 17,623.11	\$ 3,612.23	\$ 50.52	\$ 90.67	\$ 27,268.47	\$ 5.40	\$ -	\$ 242,504.71
Municipality allocation to be retained by municipality	\$ 38,709.26	\$ 58,217.90	\$ -	\$ 8,811.56	\$ 1,806.12	\$ 25.26	\$ 45.33	\$ 13,634.24	\$ 2.70	\$ -	\$ 121,252.35
Municipality portion of CVB allocation	\$ 5,806.39	\$ 8,732.68	\$ -	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,187.85
Total Amount retained by Municipality	\$ 44,515.64	\$ 66,950.58	\$ -	\$ 10,133.29	\$ 2,077.03	\$ 29.05	\$ 52.13	\$ 15,679.37	\$ 3.11	\$ -	\$ 139,440.21

Net CVB allocation	\$ 345,569.20
Exhibition Center allocation	\$ 363,757.06
Sports Facilities allocation	\$ 121,252.35
PAC allocation (remitted to Associated	\$ 242,504.71
Total Amount retained by Municipality	<u>\$ 139,440.21</u>
Total	\$ 1,212,523.53

Hotel/Motel Transient Room Tax Remittance 2018 - 2nd Quarter

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 4,334,583.83	\$ 7,061,087.12	\$ 83,589.80	\$ 1,188,869.44	\$ 390,870.02	\$ 1,721.75	\$ 2,319.35	\$ 1,740,587.10	\$ 2,657.70	\$ -	\$ 14,806,286.11
Room tax receipts for quarter	\$ 433,458.38	\$ 706,108.71	\$ 8,358.98	\$ 118,886.94	\$ 39,087.00	\$ 172.18	\$ 231.94	\$ 174,058.71	\$ 265.77	\$ -	\$ 1,480,628.61
CVB Allocation	\$ 123,535.64	\$ 201,240.98	\$ 2,382.31	\$ 33,882.78	\$ 11,139.80	\$ 49.07	\$ 66.10	\$ 49,606.73	\$ 75.74	\$ -	\$ 421,979.15
Exhibition Center allocation	\$ 130,037.51	\$ 211,832.61	\$ 2,507.69	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 444,188.58
Sports Facilities allocation	\$ 130,037.51	\$ 211,832.61	\$ 2,507.69	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 444,188.58
Municipality allocation	\$ 49,847.71	\$ 81,202.50	\$ 961.28	\$ 13,672.00	\$ 4,495.01	\$ 19.80	\$ 26.67	\$ 20,016.75	\$ 30.56	\$ -	\$ 170,272.29

CVB allocation	\$ 421,979.15
Exhibition Center allocation	\$ 444,188.58
Sports Facilities allocation	\$ 444,188.58
Municipality	\$ 170,272.29
Total	\$ 1,480,628.61

2018 Municipal Room Tax Collections Summary by Quarter

2018	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation	\$ 345,569.20	\$ 421,979.15	\$ -	\$ -	\$ 767,548.36
Exhibition Center					
allocation	\$ 363,757.06	\$ 444,188.58	\$ -	\$ -	\$ 807,945.64
Sports Facilities					
allocation	\$ 121,252.35	\$ 444,188.58	\$ -	\$ -	\$ 565,440.94
PAC allocation					
(remitted to					
Associated	\$ 242,504.71	\$ -	\$ -	\$ -	\$ 242,504.71
Municipality					
allocation	\$ 139,440.21	\$ 170,272.29	\$ -	\$ -	\$ 309,712.50
Total	\$ 1,212,523.53	\$ 1,480,628.61	\$ -	\$ -	\$ 2,693,152.14

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	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
				\$ 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)
 Invoice 33801-01M **\$ 7,521.00**

BLC Bank check payment transfer \$ (7,520.00)
 Balance Acct 1192928 at 12.21.17 **\$ 1.00**

Herrling Clark Law 12.21.17 \$ 9,137.50
 Invoice 44611-00M \$ (7,520.00)
\$ 1,617.50

Herrling Clark Law \$ 250.00
 Invoice 44611-00M 3.29.18 \$ 1,867.50 **Balance due**

1stQ2018 PAC rm tax held by Assoc Trust Deposit
 5.22.18 \$ 25,000.00
 Herrling Clark payment 5.30.18 \$ (1,867.50)
\$ 1.00 Previous account balance
\$ 23,133.50

Room Tax Collections History

	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016	Total 2016	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4th Quarter 2017	Total 2017	Total 2016-2017 Collections
Net CVB allocation	\$ 326,922.01	\$ 393,617.24	\$ 520,032.13	\$ 407,835.22	\$ 1,648,406.60	\$ 312,557.31	\$ 401,474.39	\$ 513,386.33	\$ 377,824.44	\$ 1,605,242.47	\$ 4,021,197.42
Exhibition Center allocation	\$ 344,128.43	\$ 414,333.94	\$ 547,402.25	\$ 429,300.23	\$ 1,735,164.85	\$ 329,007.70	\$ 422,604.61	\$ 540,406.66	\$ 397,709.94	\$ 1,689,728.91	\$ 4,232,839.40
Sports Facilities allocation	\$ 114,709.49	\$ 138,111.31	\$ 182,467.42	\$ 143,100.08	\$ 578,388.30	\$ 109,669.23	\$ 140,868.20	\$ 180,135.55	\$ 132,569.98	\$ 563,242.96	\$ 1,707,072.19
PAC allocation (remitted to Associated)	\$ 229,418.95	\$ 276,222.62	\$ 364,934.83	\$ 286,200.15	\$ 1,156,776.55	\$ 219,338.47	\$ 281,736.41	\$ 360,271.11	\$ 265,139.96	\$ 1,126,485.95	\$ 2,525,767.21
Total Amount retained by Municipality	\$ 131,915.90	\$ 158,828.01	\$ 209,837.53	\$ 164,565.09	\$ 665,146.53	\$ 126,119.62	\$ 161,998.43	\$ 207,155.89	\$ 152,455.48	\$ 647,729.42	\$ 1,622,588.45
Total	\$ 1,147,094.78	\$ 1,381,113.12	\$ 1,824,674.16	\$ 1,431,000.77	\$ 5,783,882.83	\$ 1,096,692.33	\$ 1,408,682.04	\$ 1,801,355.54	\$ 1,325,699.80	\$ 5,632,429.71	\$ 14,109,464.67

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018	Total 2018
Net CVB allocation	\$ 345,569.20	\$ 421,979.15			\$ 767,548.35
Exhibition Center allocation	\$ 363,757.06	\$ 444,188.58			\$ 807,945.64
Sports Facilities allocation	\$ 121,252.35	\$ 444,188.58			\$ 565,440.93
PAC allocation (remitted to Associated)	\$ 242,504.71	\$ -			\$ 242,504.71
Total Amount retained by Municipality	\$ 139,440.21	\$ 170,272.29			\$ 309,712.50
Total	\$ 1,212,523.53	\$ 1,480,628.60	\$ -	\$ -	\$ 2,693,152.13

Herrling Clark

LAW FIRM LTD.

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

Green Bay Phone:
920.468.7366

New London Phone
920.982.9652

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03/29/2018
44611-00M

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

ATTN: PAM SEIDL

BUSINESS MATTERS

	PREVIOUS BALANCE	\$1,617.50
10/30/2017	ROUND TRIP TRAVEL TO/FROM GRAND CHUTE TOWN HALL FOR ROOM TAX COMMISSION MEETING; ATTEND ROOM TAX COMMISSION MEETING; DISCUSSIONS WITH COMMISSIONERS BEFORE AND AFTER MEETING	250.00
	FOR CURRENT SERVICES RENDERED	250.00
	TOTAL CURRENT WORK	
	BALANCE DUE	<u>\$1,867.50</u>

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

Fox Cities Hotel Room Tax Commission 2018-19 Appointments

Term Started	Term Expires	Commissioner	Represents	Address	City	Phone	Email
June 2018	May 2019	Karen Harkness	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	karen.harkness@appleton.org
June 2018	May 2019	Tony Saucerman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	tony.saucerman@appleton.org
June 2018	May 2019	Linda Garvey	City of Appleton	333 W. College Ave.	Appleton WI 54911	920-733-8000	lgarvey@radissonpapervalley.com
June 2018	May 2019	Bruce Sherman	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-739-9323	bruce.sherman@grandchute.net
June 2018	May 2019	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-4773	jim.march@grandchute.net
June 2018	May 2019	Dave Schowalter	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-738-7724	dave.schowalter@grandchute.net
June 2018	May 2019	Mike Easker	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	measker@ci.neenah.wi.us
June 2018	May 2019	Jim Gunz	City of Neenah	1142 Glenayre Drive	Neenah WI 54956	920-729-6358	attygunz@msn.com
June 2018	May 2019	Barbara Rein	Village of Kimberly	1338 W. 4th Street	Kimberly, WI 54136	920-716-7033	brein@vokimberly.org
June 2018	May 2019	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	dblock@vokimberly.org
June 2018	May 2019	Mike Weaver	City of Kaukauna	516. E. 14th St.	Kaukauna, WI 54130	920-470-4674	skipatroldoc@gmail.com
June 2018	May 2019	James Fenlon	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3855	james@littlechutewi.org
June 2018	May 2019	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-725-0014	twilde@new.rr.com
June 2018	May 2019	George Dearborn	Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	gdearborn@foxcrossingwi.gov
June 2018	May 2019	John Jacobs	City of Menasha	140 Main St.	Menasha WI 54952	920-967-3630	jjacobs@ci.menasha.wi.us
June 2018	May 2019	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
June 2017	1 year	Deb Johnson	Hotelier	300 West College Ave.	Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
June 2017	1 year	Chuck Gifford	Hotelier	3809 W. Wisconsin Ave.	Appleton, WI 54914	(920) 730-3800	cgifford@wiscohoteles.com