

# AGENDA

## FOX CITIES HOTEL ROOM TAX COMMISSION

June 17, 2019

3:00 p.m.

TOWN OF GRAND CHUTE CENTER BUILDING (North of Town Hall)

ROOM B

1850 West Grand Chute Boulevard

1. Call to order	Bruce Sherman
2. Roll call of membership	Bruce Sherman
3. Approval of March 18, 2018 Meeting Minutes	Bruce Sherman
4. Financial Report on Room Tax Collections a. Late paying properties	Pam Seidl
5. CVB Report	Pam Seidl
6. Old Business a. STR Helper Estimate	Bruce Sherman
7. New Business a. 2018 Annual Report b. Associated Trust Collection/Reporting Process	Bruce Sherman
8. Adjournment	Bruce Sherman

**Upcoming meeting dates –**

Monday, September 16, 2019

Monday, December 16, 2019

Monday, March 16, 2019

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

## Fox Cities Hotel Room Tax Commission 2019-2020 Appointments

Term Started	Term Expires	Commissioner	Represents	Address	City	Phone	Email
June 2019	May 2020	Karen Harkness	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	karen.harkness@appleton.org
June 2019	May 2020	Tony Saucerman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	tony.saucerman@appleton.org
			City of Appleton				
June 2019	May 2020	Bruce Sherman	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-739-9323	bruce.sherman@grandchute.net
June 2019	May 2020	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-4773	jim.march@grandchute.net
June 2019	May 2020	Dave Schowalter	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-738-7724	dave.schowalter@grandchute.net
June 2019	May 2020	Mike Easker	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	measker@ci.neenah.wi.us
June 2019	May 2020	Jim Gunz	City of Neenah	1142 Glenayre Drive	Neenah WI 54956	920-729-6358	attygunz@msn.com
June 2019	May 2020	Barbara Rein	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	brein@vokimberly.org
June 2019	May 2020	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	dblock@vokimberly.org
June 2019	May 2020	Mike Weaver	City of Kaukauna	516. E. 14th St.	Kaukauna, WI 54130	920-470-4674	skipatroldoc@gmail.com
June 2019	May 2020	Lisa Remiker-DeWall	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3855	lisa@littlechutewi.org
June 2019	May 2020	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-725-0014	twilde@new.rr.com
June 2019	May 2020	George Dearborn	Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	gdearborn@foxcrossingwi.gov
June 2019	May 2020	John Jacobs	City of Menasha	100 Main Street	Menasha WI 54952	920-967-3630	jjacobs@ci.menasha.wi.us
June 2019	May 2020	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
June 2018	1 year	Deb Johnson	Hotelier	300 West College Ave.	Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
June 2018	1 year	Chuck Gifford	Hotelier	3809 W. Wisconsin Ave.	Appleton, WI 54914	(920) 730-3800	cgifford@wiscohoteles.com

**FOX CITIES ROOM TAX COMMISSION  
MEETING MINUTES**

**DATE:** March 18, 2019

**TIME:** 3:00 p.m.

**PLACE:** Fox Cities Convention & Visitors Bureau

**PRESENT:** Bruce Sherman, Mike Easker, Deb Johnson, Jim March, Bob Benz, John Jacobs, Dani Block, Karen Harkness, Tony Saucerman, Linda Garvey, Dave Schowalter, Mike Weaver, Jim Gunz, Chuck Gifford, George Dearborn, Barbara Rein

**ABSENT:** Thomas Wilde, James Fenlon

**STAFF:** Kim Tisler

- 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.
- III. **MINUTES:** Minutes of the December 2018 meeting were mailed in advance. **Mr. Benz moved approval of the September minutes as presented and with the noted change. Second by Ms. Johnson. Motion carried.**
- IV. **FINANCIAL REPORT:** Ms. Tisler provided an overview of the February 2019 financial report. **Ms. Harkness moved approval of the February financial report as presented. Second by Mr. Benz. Motion carried.**
- V. **OUTSTANDING ROOM TAX BY MUNICIPALITY:** Mr. Weaver reported that outstanding 1<sup>st</sup> and 2<sup>nd</sup> quarter 2018 room tax was paid by a property in Kaukauna. 3<sup>rd</sup> and 4<sup>th</sup> quarter room tax remains outstanding and the property owner has ceased communicating with the City of Kaukauna. The City plans to move forward with an injunction that would either compel the owner to pay the outstanding tax or face possible shutdown of the property.

Mr. Saucerman was asked to update the Commission on the status of the outstanding 4<sup>th</sup> quarter 2018 room tax for the City of Appleton. Ms. Harkness reported the hotel owner has promised to pay the outstanding room tax by the end of March.

Mr. March reported that the Town of Grand Chute has an aggressive method of going after any lodging property that has not paid their room tax.

- VI. **2018 ROOM TAX REPORTING REMINDER:** Ms. Tisler reported that the CVB has prepared the information required of them by the State of Wisconsin for the annual 2018 Wisconsin Room Tax Report. The municipal clerk or finance administrator from each of the area municipalities has received this information, along with a letter explaining their obligation to further report their room tax collections and the use of these funds to the State. The 2018 report is due May 1, 2019.
- VII. **CVB REPORT:** A hard copy of the Fox Cities CVB's 2019-2020 Plan of Work was provided. Questions or comments may be directed to Pam Seidl. Commission members were reminded that the information is confidential.
- VIII. **OLD BUSINESS:** None.
- IX. **NEW BUSINESS:** John Spuhler of STR Helper, a third-party vendor that works to collect room taxes from housing marketplaces using short-term rental compliance monitoring technology, gave a presentation by way of a conference call and projector.
- Discussion ensued as to how each municipality might be affected by the use of a third-party vendor. Mr. Sherman asked that Mr. Spuhler put together a quote that would provide better clarity and the pricing structure, and share this with Ms. Seidl for further review at the June 2019 meeting of the Commission.
- X. **ADJOURNMENT: Mr. March moved for adjournment. Second by Mr. Benz. Motion carried.**

**Next Meeting: Monday, June 17, 2019 at 3 p.m.**

# **Annual Report of the Fox Cities Area Room Tax Commission 2018**

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 four (4) times in its 2018/19 session which ran from June 2018 to May 2019. Meeting discussions included financial reports on room tax collections, overviews of state-mandated municipal reporting and status updates on room-tax funded bonds relating to the Fox Cities Exhibition Center and Community First Champion Center Fox Cities. The Commission also heard presentations relating to the collection of room tax from home owners who rent all or a portion of their homes to transient visitors.

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

At the June 2018 meeting of the Commission, officers were elected:

- Bruce Sherman – Chair
- Mike Easker – Vice-Chair
- George Dearborn – Secretary

## **Room Tax Expenditures**

In June of 2018, the Commission, along with the 10 member municipalities, entered into a Fiscal Agency Agreement with Associated Trust to manage all room tax funds. Room Tax funds are now paid by the hotels directly to Associated Trust which then distributes all room tax funds to the appropriate place, including back to the municipalities.

The Fox Cities Convention & Visitors Bureau continues to provide the Commission, at no charge, the following administrative services: producing meeting agendas, minutes, summary financial reports and an annual report, along with communication to municipalities regarding their Commissioners.

**Fox Cities Room Tax Commission  
Balance Sheet  
May 31, 2019**

	<b>Current Year</b>	<b>Prior Year</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash</b>		
CFCU Rm Tax Expo Ctr-Tour Fac	\$ 0.00	\$ 508,811.03
BLC Expo Center MM Acct	0.00	1,879,609.99
BLC Fox Cities Rm Tax Comm	23,133.50	1.00
Total Cash	23,133.50	2,388,422.02
<hr/>		
Total Current Assets	23,133.50	1,883,665.77
<b>Other Assets</b>		
Total Other Assets	0.00	0.00
<b>TOTAL ASSETS</b>	<b>\$ 23,133.50</b>	<b>\$ 1,883,665.77</b>
 <b>LIABILITIES AND CAPITAL</b>		
<b>Current Liabilities</b>		
Total Current Liabilities	0.00	0.00
<b>Long-term Liabilities</b>		
BLC Expo Center	0.00	1,876,144.77
BLC Fox Cities Rm Tax Comm	23,133.50	7,521.00
Total Long-Term Liabilities	23,133.50	1,883,665.77
Total Liabilities	23,133.50	1,883,665.77
<b>Capital</b>		
Net Income	0.00	0.00
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>\$ 23,133.50</b>	<b>\$ 1,883,665.77</b>

# **Fox Cities Room Tax Commission**

## **2019 Room Tax Receipts Reporting**

**2019 Hotel/Motel Room Tax Generated - 1st Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,411,317.90	\$ 5,591,700.20	\$ 58,461.60	\$ 971,500.49	\$ 385,059.42	\$ 7,854.33	\$ 115,221.87	\$ 1,493,125.59	\$ 2,429.99	\$ -	\$ 12,036,671.39
Room tax receipts for quarter	\$ 341,131.79	\$ 559,170.02	\$ 5,846.16	\$ 97,150.05	\$ 38,505.94	\$ 785.43	\$ 11,522.19	\$ 149,312.56	\$ 243.00	\$ -	\$ 1,203,667.14
CVB Allocation	\$ 97,222.56	\$ 159,363.46	\$ 1,666.16	\$ 27,687.76	\$ 10,974.19	\$ 223.85	\$ 3,283.82	\$ 42,554.08	\$ 69.25	\$ -	\$ 343,045.13
Exhibition Center allocation	\$ 102,339.54	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ 361,100.14
Sports Facilities allocation	\$ 102,339.54	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ 361,100.14
Municipality allocation	\$ 39,230.16	\$ 64,304.55	\$ 672.31	\$ 11,172.26	\$ 4,428.18	\$ 90.32	\$ 1,325.05	\$ 17,170.94	\$ 27.94	\$ -	\$ 138,421.72

CVB allocation	\$ 343,045.13
Exhibition Center allocation	\$ 361,100.14
Sports Facilities allocation	\$ 361,100.14
Total Amount retained by Municipality	\$ 138,421.72
<b>Total</b>	<b>\$ 1,203,667.14</b>

**\*\*1st Quarter 2019 room tax from (2) City of Appleton lodging properties remains outstanding. The amounts above reflect room tax that was generated in 1st quarter 2019.**

**Additional funds received in First Quarter:**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood
3rdQ 2018			\$ 15,521.70							
4thQ 2018	\$ 186,432.41	\$ 12,559.50	\$ 7,430.44				\$ 158.60	\$ 2,162.78		



**2019 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,411,317.90	\$ 5,591,700.20	\$ 58,461.60	\$ 971,500.49	\$ 385,059.42	\$ 7,854.33	\$ 115,221.87	\$ 1,493,125.59	\$ 2,429.99	\$ -	\$ 12,036,671.39
<b>Room tax receipts for quarter</b>	\$ 341,131.79	\$ 559,170.02	\$ 5,846.16	\$ 97,150.05	\$ 38,505.94	\$ 785.43	\$ 11,522.19	\$ 149,312.56	\$ 243.00	\$ -	\$ <b>1,203,667.14</b>
CVB Allocation	\$ 97,222.56	\$ 159,363.46	\$ 1,666.16	\$ 27,687.76	\$ 10,974.19	\$ 223.85	\$ 3,283.82	\$ 42,554.08	\$ 69.25	\$ -	\$ <b>343,045.13</b>
<b>Exhibition Center allocation</b>	\$ 102,339.54	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ <b>361,100.14</b>
<b>Sports Facilities allocation</b>	\$ 102,339.54	\$ 167,751.01	\$ 1,753.85	\$ 29,145.01	\$ 11,551.78	\$ 235.63	\$ 3,456.66	\$ 44,793.77	\$ 72.90	\$ -	\$ <b>361,100.14</b>
Municipality allocation	\$ 39,230.16	\$ 64,304.55	\$ 672.31	\$ 11,172.26	\$ 4,428.18	\$ 90.32	\$ 1,325.05	\$ 17,170.94	\$ 27.94	\$ -	\$ <b>138,421.72</b>

<b>Net CVB allocation</b>	\$ 343,045.13
<b>Exhibition Center allocation</b>	\$ 361,100.14
<b>Sports Facilities allocation</b>	\$ 361,100.14
<b>Total Amount retained by Municipality</b>	\$ 138,421.72
<b>Total</b>	\$ <b>1,203,667.14</b>

*2019 Municipal Room Tax Generated Summarized by Quarter*

<b>2019</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>CVB allocation</b>	\$ 343,045.13				\$ 343,045.13
<b>Exhibition Center allocation</b>	\$ 361,100.14				\$ 361,100.14
<b>Sports Facilities allocation</b>	\$ 361,100.14				\$ 361,100.14
<b>Municipality allocation</b>	\$ 138,421.72				\$ 138,421.72
<b>Total</b>	<b>\$ 1,203,667.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,203,667.14</b>

**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
				<b>\$ 4,800.00</b>

	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
				<b>\$ 4,800.00</b>

**\$ 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**

\*\* \$25,000 is Room Tax Commission allotment of post bond closing remainder of PAC room tax revenue May 22, 2018.

**Room Tax Generated Historical Summary**

	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
<b>Net CVB allocation</b>	\$ 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
<b>Exhibition Center allocation</b>	\$ 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
<b>Sports Facilities allocation</b>	\$ 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
<b>PAC allocation (remitted to Associated)</b>	\$ 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
<b>Total Amount retained by Municipality</b>	\$ 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
<b>Total</b>	\$ 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

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018	Total 2018	1st Quarter 2019	2nd Quarter 2019	3rd Quarter 2019	4th Quarter 2019	Total 2019	Total 2016-2019 Collections
<b>Net CVB allocation</b>	\$ 347,378.36	\$ 422,936.72	\$ 555,106.57	\$ 402,754.80	\$ 1,728,176.45	\$ 343,045.13				\$ 343,045.13	\$ 5,324,870.65
<b>Exhibition Center allocation</b>	\$ 365,682.68	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,819,154.35	\$ 361,100.14				\$ 361,100.14	\$ 5,605,148.25
<b>Sports Facilities allocation</b>	\$ 121,887.14	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,575,358.81	\$ 361,100.14				\$ 361,100.14	\$ 3,078,090.21
<b>PAC allocation (remitted to Associated)</b>	\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29	\$ -				\$ -	\$ 2,527,036.79
<b>Total Amount retained by Municipality</b>	\$ 140,170.22	\$ 170,658.68	\$ 223,990.37	\$ 162,515.09	\$ 697,334.36	\$ 138,421.72				\$ 138,421.72	\$ 2,148,632.03
<b>Total</b>	\$ 1,218,892.69	\$ 1,483,988.48	\$ 1,947,742.36	\$ 1,413,174.73	\$ 6,063,798.26	\$ 1,203,667.13	\$ -	\$ -	\$ -	\$ 1,203,667.13	\$ 18,683,777.93

**Note: Funds reported on this summary page reflect amounts generated in each quarter regardless of when receipts were collected.**

# **Annual Report of the Fox Cities Area Room Tax Commission 2018**

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

At the June 2018 meeting of the Commission, officers were elected:

- Bruce Sherman – Chair
- Mike Easker – Vice-Chair
- George Dearborn – Secretary

## **Room Tax Expenditures**

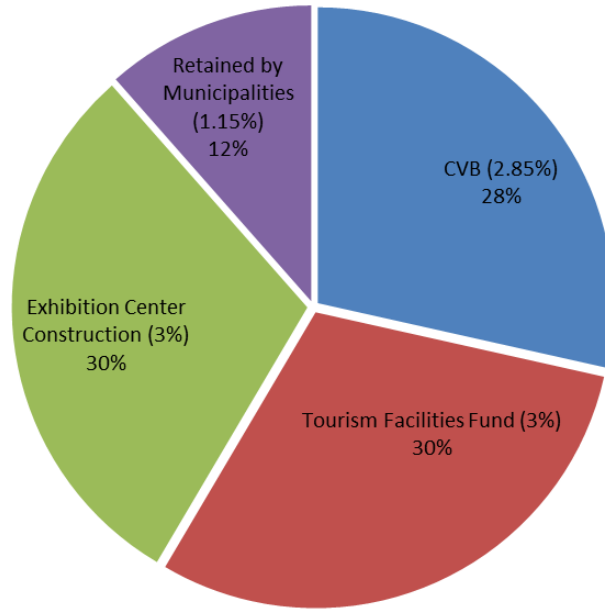
In June of 2018, the Commission, along with the 10 member municipalities, entered into a Fiscal Agency Agreement with Associated Trust to manage all room tax funds. Room Tax funds are now paid by the hotels directly to Associated Trust which then distributes all room tax funds to the appropriate place, including back to the municipalities.

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**Allocation of Room Tax Funds**

The attached financial report shows actual tax collections and the allocations for fiscal 2018 (January to December). A graphic summary of room tax allocations is below:

**Fox Cities Room Tax Allocations**  
**Total Pie = 10% Tax**



■ CVB (2.85%) ■ Tourism Facilities Fund (3%) ■ Exhibition Center Construction (3%) ■ Retained by Municipalities (1.15%)

# **Fox Cities Room Tax Commission**

## **2018 Room Tax Receipts Reporting**

**2018 Hotel/Motel Room Tax Generated - 1st Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,870,925.50	\$ 5,821,789.88	\$ 63,479.20	\$ 881,155.53	\$ 180,611.50	\$ 2,525.88	\$ 4,533.27	\$ 1,363,423.70	\$ 270.00	\$ -	\$ 12,188,714.46
<b>Room tax receipts for quarter</b>	<b>\$ 387,092.55</b>	<b>\$ 582,178.99</b>	<b>\$ 6,347.92</b>	<b>\$ 88,115.55</b>	<b>\$ 18,061.15</b>	<b>\$ 252.59</b>	<b>\$ 453.33</b>	<b>\$ 136,342.37</b>	<b>\$ 27.00</b>	<b>\$ -</b>	<b>\$ 1,218,871.45</b>
CVB Allocation	\$ 116,127.77	\$ 174,653.70	\$ 1,904.38	\$ 26,434.67	\$ 5,418.35	\$ 75.78	\$ 136.00	\$ 40,902.71	\$ 8.10	\$ -	\$ 365,661.43
LESS amount retained by municipality	\$ 5,806.39	\$ 8,732.68	\$ 95.22	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,283.07
<b>Net CVB allocation</b>	<b>\$ 110,321.38</b>	<b>\$ 165,921.01</b>	<b>\$ 1,809.16</b>	<b>\$ 25,112.93</b>	<b>\$ 5,147.43</b>	<b>\$ 71.99</b>	<b>\$ 129.20</b>	<b>\$ 38,857.58</b>	<b>\$ 7.70</b>	<b>\$ -</b>	<b>\$ 347,378.36</b>
<b>Exhibition Center allocation</b>	<b>\$ 116,149.01</b>	<b>\$ 174,653.70</b>	<b>\$ 1,904.38</b>	<b>\$ 26,434.67</b>	<b>\$ 5,418.35</b>	<b>\$ 75.78</b>	<b>\$ 136.00</b>	<b>\$ 40,902.71</b>	<b>\$ 8.10</b>	<b>\$ -</b>	<b>\$ 365,682.68</b>
<b>Sports Facilities allocation</b>	<b>\$ 38,709.26</b>	<b>\$ 58,217.90</b>	<b>\$ 634.79</b>	<b>\$ 8,811.56</b>	<b>\$ 1,806.12</b>	<b>\$ 25.26</b>	<b>\$ 45.33</b>	<b>\$ 13,634.24</b>	<b>\$ 2.70</b>	<b>\$ -</b>	<b>\$ 121,887.14</b>
Total remitted to CVB	\$ 265,179.64	\$ 398,792.61	\$ 4,348.33	\$ 60,359.15	\$ 12,371.89	\$ 173.02	\$ 310.53	\$ 93,394.52	\$ 18.50	\$ -	\$ 834,948.19
<b>PAC allocation (remitted to Associated</b>	<b>\$ 77,418.51</b>	<b>\$ 116,435.80</b>	<b>\$ 1,269.58</b>	<b>\$ 17,623.11</b>	<b>\$ 3,612.23</b>	<b>\$ 50.52</b>	<b>\$ 90.67</b>	<b>\$ 27,268.47</b>	<b>\$ 5.40</b>	<b>\$ -</b>	<b>\$ 243,774.29</b>
Municipality allocation to be retained by municipality	\$ 38,709.26	\$ 58,217.90	\$ 634.79	\$ 8,811.56	\$ 1,806.12	\$ 25.26	\$ 45.33	\$ 13,634.24	\$ 2.70	\$ -	\$ 121,887.14
Municipality portion of CVB allocation	\$ 5,806.39	\$ 8,732.68	\$ 95.22	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,283.07
<b>Total Amount retained by Municipality</b>	<b>\$ 44,515.64</b>	<b>\$ 66,950.58</b>	<b>\$ 730.01</b>	<b>\$ 10,133.29</b>	<b>\$ 2,077.03</b>	<b>\$ 29.05</b>	<b>\$ 52.13</b>	<b>\$ 15,679.37</b>	<b>\$ 3.11</b>	<b>\$ -</b>	<b>\$ 140,170.22</b>

<b>Net CVB allocation</b>	\$ 347,378.36
<b>Exhibition Center allocation</b>	\$ 365,682.68
<b>Sports Facilities allocation</b>	\$ 121,887.14
<b>PAC allocation (remitted to Associated</b>	\$ 243,774.29
<b>Total Amount retained by Municipality</b>	<u>\$ 140,170.22</u>
<b>Total</b>	<b>\$ 1,218,892.69</b>



**2018 Hotel/Motel Room Tax Generated - 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	\$ 117,188.50	\$ 1,188,869.44	\$ 390,870.02	\$ 1,721.75	\$ 2,319.35	\$ 1,740,587.10	\$ 2,657.70	\$ -	\$ 14,839,884.81
Room tax receipts for quarter	\$ 433,458.38	\$ 706,108.71	\$ 11,718.85	\$ 118,886.94	\$ 39,087.00	\$ 172.18	\$ 231.94	\$ 174,058.71	\$ 265.77	\$ -	\$ 1,483,988.48
CVB Allocation	\$ 123,535.64	\$ 201,240.98	\$ 3,339.87	\$ 33,882.78	\$ 11,139.80	\$ 49.07	\$ 66.10	\$ 49,606.73	\$ 75.74	\$ -	\$ 422,936.72
Exhibition Center allocation	\$ 130,037.51	\$ 211,832.61	\$ 3,515.66	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 445,196.54
Sports Facilities allocation	\$ 130,037.51	\$ 211,832.61	\$ 3,515.66	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 445,196.54
Municipality allocation	\$ 49,847.71	\$ 81,202.50	\$ 1,347.67	\$ 13,672.00	\$ 4,495.01	\$ 19.80	\$ 26.67	\$ 20,016.75	\$ 30.56	\$ -	\$ 170,658.68

CVB allocation	\$ 422,936.72
Exhibition Center allocation	\$ 445,196.54
Sports Facilities allocation	\$ 445,196.54
Municipality	\$ 170,658.68
<b>Total</b>	<b>\$ 1,483,988.48</b>

**2018 Hotel/Motel Room Tax Generated - 3rd Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 5,546,694.80	\$ 9,660,209.10	\$ 155,217.00	\$ 1,338,574.00	\$ 569,840.33	\$ 16,138.89	\$ 2,108.58	\$ 2,184,363.50	\$ 4,277.39		\$ 19,477,423.59
Room tax receipts for quarter	\$ 554,669.48	\$ 966,020.91	\$ 15,521.70	\$ 133,857.40	\$ 56,984.03	\$ 1,613.89	\$ 210.86	\$ 218,436.35	\$ 427.74	\$ -	\$ 1,947,742.36
CVB Allocation	\$ 158,080.80	\$ 275,315.96	\$ 4,423.68	\$ 38,149.36	\$ 16,240.45	\$ 459.96	\$ 60.09	\$ 62,254.36	\$ 121.91	\$ -	\$ 555,106.57
Exhibition Center allocation	\$ 166,400.84	\$ 289,806.27	\$ 4,656.51	\$ 40,157.22	\$ 17,095.21	\$ 484.17	\$ 63.26	\$ 65,530.91	\$ 128.32	\$ -	\$ 584,322.71
Sports Facilities allocation	\$ 166,400.84	\$ 289,806.27	\$ 4,656.51	\$ 40,157.22	\$ 17,095.21	\$ 484.17	\$ 63.26	\$ 65,530.91	\$ 128.32	\$ -	\$ 584,322.71
Municipality allocation	\$ 63,786.99	\$ 111,092.40	\$ 1,785.00	\$ 15,393.60	\$ 6,553.16	\$ 185.60	\$ 24.25	\$ 25,120.18	\$ 49.19	\$ -	\$ 223,990.37

CVB allocation	\$ 555,106.57
Exhibition Center allocation	\$ 584,322.71
Sports Facilities allocation	\$ 584,322.71
Municipality	\$ 223,990.37
<b>Total</b>	<b>\$ 1,947,742.36</b>

**2018 Hotel/Motel Room Tax Generated - 4th Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,921,362.50	\$ 6,818,505.10	\$ 74,304.40	\$ 1,175,259.93	\$ 433,341.75	\$ 5,404.20	\$ 3,280.14	\$ 1,699,247.30	\$ 1,041.99		\$ 14,131,747.31
Room tax receipts for quarter	\$ <b>392,136.25</b>	\$ <b>681,850.51</b>	\$ <b>7,430.44</b>	\$ <b>117,525.99</b>	\$ <b>43,334.18</b>	\$ <b>540.42</b>	\$ <b>328.01</b>	\$ <b>169,924.73</b>	\$ <b>104.20</b>	\$ -	\$ <b>1,413,174.73</b>
CVB Allocation	\$ 111,758.83	\$ 194,327.40	\$ 2,117.68	\$ 33,494.91	\$ 12,350.24	\$ 154.02	\$ 93.48	\$ 48,428.55	\$ 29.70	\$ -	\$ <b>402,754.80</b>
Exhibition Center allocation	\$ <b>117,640.88</b>	\$ <b>204,555.15</b>	\$ <b>2,229.13</b>	\$ <b>35,257.80</b>	\$ <b>13,000.25</b>	\$ <b>162.13</b>	\$ <b>98.40</b>	\$ <b>50,977.42</b>	\$ <b>31.26</b>	\$ -	\$ <b>423,952.42</b>
Sports Facilities allocation	\$ <b>117,640.88</b>	\$ <b>204,555.15</b>	\$ <b>2,229.13</b>	\$ <b>35,257.80</b>	\$ <b>13,000.25</b>	\$ <b>162.13</b>	\$ <b>98.40</b>	\$ <b>50,977.42</b>	\$ <b>31.26</b>	\$ -	\$ <b>423,952.42</b>
Municipality allocation	\$ 45,095.67	\$ 78,412.81	\$ 854.50	\$ 13,515.49	\$ 4,983.43	\$ 62.15	\$ 37.72	\$ 19,541.34	\$ 11.98	\$ -	\$ <b>162,515.09</b>

CVB allocation	\$ 402,754.80
Exhibition Center allocation	\$ 423,952.42
Sports Facilities allocation	\$ 423,952.42
Municipality	\$ 162,515.09
<b>Total</b>	<b>\$ 1,413,174.73</b>

**2018 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 17,673,566.63	\$ 29,361,591.20	\$ 410,189.10	\$ 4,583,858.90	\$ 1,574,663.60	\$ 25,790.72	\$ 12,241.34	\$ 6,987,621.60	\$ 8,247.08	\$ -	\$ 60,637,770.17
<b>Room tax receipts for quarter</b>	\$ 1,767,356.66	\$ 2,936,159.12	\$ 41,018.91	\$ 458,385.89	\$ 157,466.36	\$ 2,579.07	\$ 1,224.13	\$ 698,762.16	\$ 824.71	\$ -	\$ <b>6,063,777.02</b>
CVB Allocation	\$ 503,696.65	\$ 836,805.35	\$ 11,690.39	\$ 130,639.98	\$ 44,877.91	\$ 735.04	\$ 348.88	\$ 199,147.22	\$ 235.04	\$ -	\$ <b>1,728,176.45</b>
<b>Exhibition Center allocation</b>	\$ 530,228.24	\$ 880,847.74	\$ 12,305.67	\$ 137,515.77	\$ 47,239.91	\$ 773.72	\$ 367.24	\$ 209,628.65	\$ 247.41	\$ -	\$ <b>1,819,154.35</b>
<b>Sports Facilities allocation</b>	\$ 452,788.49	\$ 764,411.94	\$ 11,036.09	\$ 119,892.66	\$ 43,627.68	\$ 723.20	\$ 276.57	\$ 182,360.17	\$ 242.01	\$ -	\$ <b>1,575,358.82</b>
<b>PAC allocation (remitted to Associated Municipality allocation)</b>	\$ 77,418.51	\$ 116,435.80	\$ 1,269.58	\$ 17,623.11	\$ 3,612.23	\$ 50.52	\$ 90.67	\$ 27,268.47	\$ 5.40	\$ -	\$ <b>243,774.29</b>
	\$ 203,246.02	\$ 337,658.30	\$ 4,717.17	\$ 52,714.38	\$ 18,108.63	\$ 296.59	\$ 140.78	\$ 80,357.65	\$ 94.84	\$ -	\$ <b>697,334.36</b>

<b>Net CVB allocation</b>	\$ 1,728,176.45
<b>Exhibition Center allocation</b>	\$ 1,819,154.35
<b>Sports Facilities allocation</b>	\$ 1,575,358.82
<b>PAC allocation (remitted to Associated Municipality)</b>	\$ 243,774.29
<b>Total Amount retained by Municipality</b>	\$ <u>697,334.36</u>
<b>Total</b>	\$ <b>6,063,798.26</b>

*2018 Municipal Room Tax Collections Summary by Quarter*

<b>2018</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>CVB allocation</b>	\$ 347,378.36	\$ 422,936.72	\$ 555,106.57	\$ 402,754.80	\$ 1,728,176.45
<b>Exhibition Center allocation</b>	\$ 365,682.68	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,819,154.35
<b>Sports Facilities allocation</b>	\$ 121,887.14	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,575,358.82
<b>PAC allocation (remitted to Associated Municipality allocation)</b>	\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29
<b>allocation</b>	\$ 140,170.22	\$ 170,658.68	\$ 223,990.37	\$ 162,515.09	\$ 697,334.36
<b>Total</b>	<b>\$ 1,218,892.69</b>	<b>\$ 1,483,988.48</b>	<b>\$ 1,947,742.36</b>	<b>\$ 1,413,174.73</b>	<b>\$ 6,063,798.26</b>

**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
				<b>\$ 4,800.00</b>

	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
				<b>\$ 4,800.00</b>

**\$ 9,600.00**

Herrling Clark Law Invoice 33801-01M 3.24.17 **(2,079.00)**  
**\$ 7,521.00**

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

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

Herrling Clark Law Invoice 44611-00M 3.29.18 **\$ 250.00**  
**\$ 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**

\*\* \$25,000 is Room Tax Commission allotment of post bond closing remainder of PAC room tax revenue May 22, 2018.

**Room Tax Generated Historical Summary**

	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 2016-2018 Collections
<b>Net CVB allocation</b>	\$ 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	\$ 4,981,825.52
<b>Exhibition Center allocation</b>	\$ 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	\$ 5,244,048.11
<b>Sports Facilities allocation</b>	\$ 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	\$ 2,716,990.07
<b>PAC allocation (remitted to Associated)</b>	\$ 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	\$ 2,527,036.79
<b>Total Amount retained by Municipality</b>	\$ 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	\$ 2,010,210.31
<b>Total</b>	\$ 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	\$ 17,480,110.80

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018	Total 2018
<b>Net CVB allocation</b>	\$ 347,378.36	\$ 422,936.72	\$ 555,106.57	\$ 402,754.80	\$ 1,728,176.45
<b>Exhibition Center allocation</b>	\$ 365,682.68	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,819,154.35
<b>Sports Facilities allocation</b>	\$ 121,887.14	\$ 445,196.54	\$ 584,322.71	\$ 423,952.42	\$ 1,575,358.81
<b>PAC allocation (remitted to Associated)</b>	\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29
<b>Total Amount retained by Municipality</b>	\$ 140,170.22	\$ 170,658.68	\$ 223,990.37	\$ 162,515.09	\$ 697,334.36
<b>Total</b>	\$ 1,218,892.69	\$ 1,483,988.48	\$ 1,947,742.36	\$ 1,413,174.73	\$ 6,063,798.26

**Note: Funds reported on this summary page reflect amounts generated in each quarter regardless of when receipts were collected.**