

AGENDA

FOX CITIES AREA ROOM TAX COMMISSION

September 21, 2020

3:00 p.m.

Via Zoom Call: <https://zoom.us/j/93145247027>

1. Call to order	Mike Easker
2. Roll call of membership	Mike Easker
3. Approval of December June 15, 2020 Meeting Minutes	Mike Easker
4. Financial Report a. Status of Room Tax Collections b. Outstanding Room Taxes	Pam Seidl
5. Bond Financing Reports a. City of Appleton for Fox Cities Exhibition Center b. Town of Grand Chute for Community First Champion Center	John Mehan, Baird
6. CVB Report	Pam Seidl
7. Unfinished Business a. Process for other municipalities to join the Tourism Zone	Mike Easker
8. New Business a. Town of Clayton Room Tax Disbursement b. Third Party Room Tax Remittances & Local Collections	Mike Easker
9. Adjournment	Mike Easker

Upcoming meeting dates. Our intention is to have these meeting in person (locations TBD pending space needs):

- December 21, 2020
- March 15, 2021
- June 21, 2021

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

Fox Cities Hotel Room Tax Commission 2020-2021 Appointments

Term Started	Term Expires	Commissioner	Represents	Address	City	Phone	Email
June 2020	May 2021	Karen Harkness	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	karen.harkness@appleton.org
June 2020	May 2021	Tony Saucerman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	tony.saucerman@appleton.org
June 2020	May 2021	Cindy Evers	City of Appleton	100 South Riverheath Way	Appleton WI 54915	(920) 903-9256	cindy.evers@interstatehotels.com
June 2020	May 2021	Brad Gehring	Town of Grand Chute	5070 W. Century Farm Blvd	Grand Chute WI 54913	920-739-9323	Brad.Gehring@grandchute.net
June 2020	May 2021	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-4773	jim.march@grandchute.net
June 2020	May 2021	Dave Schowalter	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-738-7724	dave.schowalter@grandchute.net
June 2020	May 2021	Mike Easker	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	measker@ci.neenah.wi.us
June 2020	May 2021	Jim Gunz	City of Neenah	1142 Glenayre Drive	Neenah WI 54956	920-729-6358	attygunz@msn.com
June 2020	May 2021	Barbara Rein	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	brein@vokimberly.org
June 2020	May 2021	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	dblock@vokimberly.org
June 2020	May 2021	William Van Rossum	City of Kaukauna	144 W. Second Street	Kaukauna, WI 54130	920-766-6372	wvanrossum@kaukauna-wi.org
June 2020	May 2021	Lisa Remiker-DeWall	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3855	lisa@littlechutewi.org
June 2020	May 2021	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-725-0014	twilde@new.rr.com
June 2020	May 2021	George Dearborn	Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	gdearborn@foxcrossingwi.gov
June 2020	May 2021	Jennifer Sassman	City of Menasha	100 Main Street	Menasha WI 54952	920-967-3630	jsassman@ci.menasha.wi.us
June 2020	May 2021	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
June 2019	1 year	Deb Johnson	Hotelier	300 West College Ave.	Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
June 2019	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: June 15, 2020

TIME: 3:00 p.m.

PLACE: Fox Cities CVB Board Room via Zoom call (due to COVID-19)

PRESENT: Thomas Wilde, Jim March, Bob Benz, Dani Block, Tony Saucerman, Dave Schowalter, Chuck Gifford, Lisa Remiker-DeWall, Linda Garvey, Deb Johnson, Mike Easker, Barbara Rein, George Dearborn, Karen Harkness, Jennifer Sassman, Will VanRossum, Jim Gunz

ABSENT: Brad Gehring

STAFF: Pam Seidl, Kim Tisler

GUEST: John Mehan, Baird

- I. **CALL TO ORDER:** Mr. Easker called the meeting to order at 3:00pm.
- II. **ROLL CALL of MEMBERSHIP:** Ms. Seidl took attendance.
- III. **MINUTES:** Minutes of the December 2019 were included in the June meeting packet. **Ms. Harkness moved approval of the December minutes as presented. Second by Mr. March. Motion carried.**
- IV. **ELECTION OF OFFICERS:** **Ms. Harkness made a motion to elect Mr. Easker as Chair of the Fox Cities Room Tax Commission for the 2020 – 2021 year. Seconded by Mr. Wilde. Mr. Easker accepted the position of Chair. Motion carried.**

Mr. Easker made a motion to elect Mr. Schowalter as Vice Chair of the Fox Cities Room Tax Commission for the 2020 – 2021 year. Seconded by Mr. Wilde. Mr. Schowalter accepted the position of Vice Chair. Motion carried.

Ms. Harkness made a motion to elect Mr. Dearborn as Secretary of the Fox Cities Room Tax Commission for the 2020 – 2021 year. Second by Ms. Johnson. Mr. Dearborn accepted the position of Secretary. Motion carried.

- V. **APPOINTMENT OF HOTELIERS:** Given the Commission Chair's authority to appoint hoteliers to the Commission, Mr. Easker appointed Ms. Johnson and Mr. Gifford as Fox Cities Room Tax Commission hotel representatives for the 2020 – 2021 year. Ms. Johnson and Mr. Gifford accepted.
- VI. **FINANCIAL REPORT:** Ms. Seidl provided an overview of the May 2020 financial report, and gave an update on the status of 1st quarter 2020 room tax collections. A summary of 2019 collections was included in the June meeting packet, and included a historical summary dating back to 2016. The City of Appleton, City of Neenah, City of Kaukauna and the Town of Grand Chute have lodging properties with outstanding 1st quarter room tax. Efforts to collect the overdue tax are underway. 1st quarter 2020 receipts included room tax from third party properties. **Mr. Wilde moved approval of the May financial report as presented. Second by Ms. Harkness. Motion carried.**
- VII. **BOND FINANCING REPORT:** Mr. Mehan reassured Commission members that despite the current and projected reduction in room tax revenue in 2020 due to COVID-19, there is sufficient funds in both the Exhibition Center and Champion Center bond accounts to cover payments through February 2021. Room tax stabilization funds are in place for reserves should unforeseen circumstances occur. Mr. Mehan will communicate with the City of Appleton and the Town of Grand Chute regarding bonds for their respective facilities, and he agreed to attend their community meetings.
- Commission hotel member representatives commented on their individual circumstances during the COVID-19 shutdown and in the recovery weeks, and provided their perspectives as to what they anticipate the remainder of 2020 and beyond might look like from a room tax revenue standpoint.
- VIII. **CVB REPORT:** Ms. Seidl provided an overview of the CVB's operations and revenue reforecast given the COVID-19 pandemic. Cost cutting measures have been established and room tax projections are being monitored. The CVB is fortunate to have strong operating reserves in place and at this time, do not plan on having to utilize reserves to cover operational costs for the foreseeable future. The CVB applied for and received a \$9,000 Economic Injury Disaster Loan from the Small Business Administration. This will be considered a grant that will not have to be repaid.
- IX. **UNFINISHED BUSINESS:** None.
- X. **NEW BUSINESS:**
- a. Calculation of Room Tax Penalty per State Statute: Ms. Seidl included in the June meeting packet, Wisconsin's State Statute for room tax collections, highlighting the section that pertains to enacting a schedule of forfeitures for failure to pay room tax. Ms. Rein inquired as to when a municipality may begin imposing a penalty for failure to pay room tax by the due date. Mr. March shared that the Town of Grand Chute imposes a 1% penalty for each month that the room tax remains past due.

- b. Approval of 2019 Annual Report: The 2019 Annual Report of the Fox Cities Area Room Tax Commission was included in the June 2020 meeting packet. **Mr. Gifford moved approval of the report as presented. Second by Mr. March. Motion carried.** CVB staff will forward the report on to the municipalities.
- c. Third Party Room Tax Remittance: 1st quarter 2020 room tax collections included tax collected by third party lodging properties. CVB staff will include a breakdown of the room tax collected from third party rentals beginning with 2nd quarter 2020 collections.
- d. Town of Clayton Room Tax Disbursement: The Fox Cities CVB and Fox Cities Areas Room Tax Commission each received a 1st quarter 2020 room tax payment from the Town of Clayton. The amounts remitted were based on an old room tax ordinance, with the amount owed to the PAC at the time, being paid to the Commission. **Mr. Gunz moved to forward the PAC sum of \$130.76 to the CVB. Second by Mr. Dearborn. Motion carried.**
- e. Discussion re: Invitation for other municipalities to join the Tourism Zone: Commission members discussed how and/or when to invite area municipalities who are currently not part of the Tourism Zone, to join. Ms. Harkness pointed out that Section 3 of the Commission Bylaws already lays this out. It was determined that this isn't a Commission decision but rather, something to be decided by each municipality. Ms. Seidl will reach out to Mr. Baird to outline the process for adding a municipality to the Tourism Zone. Additional discussion on the topic will be brought to the September 2020 meeting of the Fox Cities Area Room Tax Commission.

XI. **ADJOURNMENT: Mr. March moved for adjournment. Second by Ms. Garvey. Motion carried.**

Next Meeting: Monday, September 21, 2020 at 3 p.m.

**Fox Cities Room Tax Commission
Balance Sheet
August 31, 2020**

	Current Year	Prior Year
ASSETS		
Current Assets		
Cash		
BLC Fox Cities Rm Tax Comm	23,133.50	23,133.50
Total Cash	23,133.50	23,133.50
Total Current Assets	23,133.50	23,133.50
Other Assets		
	0.00	0.00
Total Other Assets	0.00	0.00
<hr/>		
TOTAL ASSETS	\$ 23,133.50	\$ 23,133.50
 LIABILITIES AND CAPITAL		
Current Liabilities		
	\$ 0.00	\$ 0.00
Total Current Liabilities	0.00	0.00
Long-term Liabilities		
BLC Fox Cities Rm Tax Comm	23,133.50	23,133.50
Total Liabilities	23,133.50	23,133.50
Capital		
Net Income	0.00	0.00
TOTAL LIABILITIES & CAPITAL	\$ 23,133.50	\$ 23,133.50

Fox Cities Room Tax Commission

2020 Room Tax Receipts Reporting

2020 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality

2020	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	TwN Clayton	Total
Cummulative Room Revenue	\$ 2,975,502.70	\$ 8,444,339.34	\$ 36,596.30	\$ 925,723.50	\$ 421,008.40	\$ 33,254.70	\$ 230,670.10	\$ 1,631,718.50	\$ 36,869.50	\$ -	\$ 14,735,683.04
Cummulative Room Tax receipts	\$ 297,550.27	\$ 844,433.93	\$ 3,659.63	\$ 92,572.35	\$ 42,100.84	\$ 3,325.47	\$ 20,446.31	\$ 163,171.85	\$ 3,686.95	\$ -	\$ 1,473,568.30
CVB Allocation	\$ 84,801.83	\$ 240,663.67	\$ 1,042.99	\$ 26,383.12	\$ 11,998.74	\$ 947.76	\$ 6,574.10	\$ 46,503.98	\$ 1,050.78	\$ -	\$ 419,966.97
Exhibition Center allocation	\$ 89,265.08	\$ 253,330.18	\$ 1,097.89	\$ 27,771.71	\$ 12,630.25	\$ 997.64	\$ 6,920.10	\$ 48,951.56	\$ 1,106.09	\$ -	\$ 442,070.49
Sports Facilities allocation	\$ 89,265.08	\$ 253,330.18	\$ 1,097.89	\$ 27,771.71	\$ 12,630.25	\$ 997.64	\$ 6,920.10	\$ 48,951.56	\$ 1,106.09	\$ -	\$ 442,070.49
Municipality allocation	\$ 34,218.28	\$ 97,109.90	\$ 420.86	\$ 10,645.82	\$ 4,841.60	\$ 382.43	\$ 2,652.71	\$ 18,764.76	\$ 424.00	\$ -	\$ 169,460.35

Net CVB allocation	\$ 419,966.97
Exhibition Center allocation	\$ 442,070.49
Sports Facilities allocation	\$ 442,070.49
Total Amount retained by Municipality	\$ 169,460.35
Total	\$ 1,473,568.30

2020 Municipal Room Tax Generated Summarized by Quarter

2020	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation	\$ 315,489.20	\$ 104,477.77	\$ -	\$ -	\$ 419,966.97
Exhibition Center allocation	\$ 332,093.89	\$ 109,976.60			\$ 442,070.49
Sports Facilities allocation	\$ 332,093.89	\$ 109,976.60			\$ 442,070.49
Municipality allocation	\$ 127,302.66	\$ 42,157.70			\$ 169,460.35
Total	\$ 1,106,979.64	\$ 366,588.66	\$ -	\$ -	\$ 1,473,568.30

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 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
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
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
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
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
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
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

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

Room Tax Generated Historical Summary

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
\$ 347,378.36	\$ 423,004.62	\$ 550,355.53	\$ 391,875.50	\$ 1,712,614.01	\$ 343,192.10	\$ 444,343.97	\$ 628,072.58	\$ 424,873.12	\$ 1,840,481.77
\$ 365,682.68	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,802,772.85	\$ 361,254.84	\$ 467,730.50	\$ 661,129.03	\$ 447,234.86	\$ 1,937,349.23
\$ 121,887.14	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,558,977.31	\$ 361,254.84	\$ 467,730.50	\$ 661,129.03	\$ 447,234.86	\$ 1,937,349.23
\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 140,170.22	\$ 170,686.08	\$ 222,073.28	\$ 158,125.20	\$ 691,054.78	\$ 138,481.02	\$ 179,296.69	\$ 253,432.79	\$ 171,440.03	\$ 742,650.53
\$ 1,218,892.69	\$ 1,484,226.76	\$ 1,931,072.03	\$ 1,375,001.76	\$ 6,009,193.24	\$ 1,204,182.80	\$ 1,559,101.66	\$ 2,203,763.43	\$ 1,490,782.87	\$ 6,457,830.76

Room Tax Generated Historical Summary

1st Quarter 2020	2nd Quarter 2020	3rd Quarter 2020	4th Quarter 2020	Total 2020	Total 2016-2020 Collections
\$ 315,489.20	\$ 104,477.77			\$ 419,966.97	\$ 7,226,711.82
\$ 332,093.89	\$ 109,976.60			\$ 442,070.49	\$ 7,607,086.33
\$ 332,093.89	\$ 109,976.60			\$ 442,070.49	\$ 5,080,028.29
\$ -	\$ -			\$ -	\$ 2,527,036.79
\$ 127,302.66	\$ 42,157.70			\$ 127,302.66	\$ 2,873,883.92
\$ 1,106,979.64	\$ 366,588.66	\$ -	\$ -	\$ 1,473,568.30	\$ 25,314,747.15

2020 Third Party Lodging Room Tax

	1stQ2020	2ndQ2020
City Appleton 2020		
Home Away	\$ 922.91	\$ 1,909.29
Air B&B	\$ 15,573.31	\$ 8,185.37
10% total collection	\$ 16,496.22	\$ 10,094.66
1stQ revenue	\$ 164,962.20	\$ 100,946.60
Town Grand Chute 2020		
Air B&B	\$ 1,874.85	\$ 2,201.58
10% total collection	\$ 1,874.85	\$ 2,201.58
1stQ revenue	\$ 18,748.50	\$ 22,015.80
City of Neenah 2020		
Air B&B	\$ 5,557.66	\$ -
10% total collection	\$ 5,557.66	\$ -
1stQ revenue	\$ 55,576.60	\$ -
City Kaukauna 2020		
Air B&B	\$ 887.80	\$ 1,898.60
10% total collection	\$ 887.80	\$ 1,898.60
1stQ revenue	\$ 8,878.00	\$ 18,986.00
Village Kimberly 2020		
Air B&B	\$ 145.08	\$ 213.17
10% total collection	\$ 145.08	\$ 213.17
1stQ revenue	\$ 1,450.80	\$ 2,131.70
Village Little Chute 2020		
Air B&B	\$ 375.39	\$ 830.62
Home Away	\$ -	\$ 822.90
10% total collection	\$ 375.39	\$ 1,653.52
1stQ revenue	\$ 3,753.90	\$ 16,535.20
Town Neenah 2020		
Air B&B	\$ 1,318.00	\$ 1,506.98
Home Away	\$ 403.70	\$ -
1747 Cnty A	76.11	\$ 382.16
10% total collection	\$ 1,797.81	\$ 1,889.14
1stQ revenue	\$ 17,978.10	\$ 18,891.40
Village Fox Crossing 2020		
Home Away	150.41	\$ 175.10
10% total collection	\$ 150.41	\$ 175.10
1stQ revenue	\$ 1,504.10	\$ 1,751.00
City Menasha 2020		
Air BnB	\$ -	\$ 2,503.36
Banti House	\$ -	\$ 300.99
Brighton Rd	\$ -	\$ 33.04
Giles House	\$ 85.54	\$ 285.18
Home Away	\$ 150.40	\$ -
10% total collection	\$ 235.94	\$ 3,122.57
1stQ revenue	\$ 2,359.40	\$ 31,225.70
2020 Room Tax Receipts	\$ 275,211.60	\$ 212,483.40
2020 CVB Allocation	\$ 7,843.53	\$ 6,055.78
2020 Exhibition Cntr Allocation	\$ 8,256.35	\$ 6,374.50
2020 Sports Facilities Allocation	\$ 8,256.35	\$ 6,374.50
2020 Municipality Allocation	\$ 3,164.93	\$ 2,443.56
AirBnB	\$ 25,732.09	\$ 17,339.68
Banti House	\$ -	\$ 300.99
HomeAway	\$ 1,627.42	\$ 2,907.29
Giles House	\$ 85.54	\$ 285.18
1764 Brighton Rd	\$ -	\$ 33.04
1747 Cnty A	\$ 76.11	\$ 382.16
	\$ 27,521.16	\$ 21,248.34



Pam Seidl <pseidl@foxcities.org>

FW: Fox Cities Room Tax Commission

1 message

Robert L. Buckingham <Robert.Buckingham@grandchute.net>
To: "Pam Seidl (pseidl@foxcities.org)" <pseidl@foxcities.org>

Wed, Jul 29, 2020 at 4:08 PM

Here you go. Cleared for take-off! :)

Regards,
Bob
Robert Buckingham
Community Development Director
Town of Grand Chute
920-832-1599

From: SLundberg@foley.com <SLundberg@foley.com>
Sent: Wednesday, July 29, 2020 4:05 PM
To: Robert L. Buckingham <Robert.Buckingham@grandchute.net>
Cc: dryan@foley.com
Subject: RE: Fox Cities Room Tax Commission

Hi Bob,

All is well here and we've stayed healthy!

Dave and I agree with what you state below, that the Commission does have the sole authority and responsibility in accepting additional municipalities as members and that the other member municipalities are not required to take action with regard to accepting new member to the Room Tax Commission. The section you highlighted on page 6 states what each new member municipality would need to do, including adopting a room tax ordinance, entering into joinders for the Commission Agreement, the Cooperation Agreement and Pledge Agreement for each of the Exhibition Center and Champion center, and the fiscal agency agreement. The Commission should take some formal action to approve the new members.

Please let us know if we can help with this if the Commission decides to move forward.

Best,
Sandy

Sandy Lundberg
Foley & Lardner LLP
777 East Wisconsin Avenue
Milwaukee, Wisconsin 53202
P 414.297.5797 | F 414.297.4900
E slundberg@foley.com <<mailto:slundberg@foley.com>>
[unnamed]

From: Robert L. Buckingham <Robert.Buckingham@grandchute.net<<mailto:Robert.Buckingham@grandchute.net>>>
Sent: Wednesday, July 29, 2020 10:48 AM
To: Lundberg, Sandy <SLundberg@foley.com<<mailto:SLundberg@foley.com>>>
Cc: Ryan, Dave <dryan@foley.com<<mailto:dryan@foley.com>>>
Subject: Fox Cities Room Tax Commission

** EXTERNAL EMAIL MESSAGE **

Hi Sandy,

I hope all is well and you have stayed healthy through the year we will never forget.

I am writing to seek confirmation from Foley that per agreements in force between the Fox Cities Room Commission and its member municipalities, the Commission has the sole authority and responsibility in accepting additional municipalities as members. For your reference, I have attached two documents that seem to support this. Those documents are:

1. First Amendment to Amended and Restated Room Tax Commission and Tourism Zone Agreement, dated May 1, 2018 (see highlighted section on page no. 6)
2. Cooperation Agreement for the Fox Cities Sports Facility, dated August 1, 2018, (see Section 5.01).

Pam Seidl and I have recently discussed the likelihood that at least one municipality may become a new member of the Room Tax Commission in the near future, and another could follow later. As the addition of new municipalities to the Commission would impact agreements in place for the Champion Center (as well as the Ex. Center), I offered to contact you for the requested feedback. We mainly want confirmation that the other member municipalities are not required to take action with regard to accepting new member to the Room Tax Commission.

Thanks, Sandy!

Regards,
Bob
Robert Buckingham
Community Development Director
Town of Grand Chute
920-832-1599

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 **FOLEY** image001.jpg
FOLEY & LARDNER LLP 3K

RE: 2nd Quarter Room Tax

1 message

Sabina Schiessl, Treasurer, Town of Clayton <treasurer@townofclayton.net>
To: Pam Seidl <pseidl@foxcities.org>

Tue, Sep 15, 2020 at 9:44 AM

Yes, please use in the same fashion has the first quarter.

Thank you

Sabina Schiessl, CPA

Treasurer

Town of Clayton, Winnebago County

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From: Pam Seidl <pseidl@foxcities.org>

Sent: Tuesday, September 15, 2020 9:37 AM

To: Sabina Schiessl, Treasurer, Town of Clayton <treasurer@townofclayton.net>

Subject: 2nd Quarter Room Tax