

# AGENDA

## FOX CITIES AREA ROOM TAX COMMISSION

June 21, 2021

3:00 p.m.

**Town of Grand Chute Hall – Community Room**

**1900 W. Grand Chute Blvd., Grand Chute WI**

Virtual Option via Zoom: <https://zoom.us/j/92776797697>

1. Call to order	Mike Easker
2. Roll call of membership	Mike Easker
3. Approval of March 15, 2021 Meeting Minutes – <b>(ACTION)</b>	Mike Easker
4. Election of Officers (June 2021 to May 2022) – <b>(ACTION)</b> a. Chair b. Vice Chair c. Secretary	Mike Easker
5. Financial Report – <b>(ACTION)</b> a. Status of Room Tax Collections b. Outstanding Room Taxes	Pam Seidl/Kim Tisler
6. Presentation on status of room tax bonded projects	John Mehan, Baird
7. CVB Report	Pam Seidl
8. Unfinished Business a. Invitations for other municipalities to join the Tourism Zone. i. DRAFT Letter of Invitation for Review – <b>(ACTION)</b>	Chair
9. New Business	Chair
10. Adjournment	Chair

Upcoming meeting dates. Location

- September 20, 2021 – Location TBA
- December 20, 2021 – Fox Cities Convention & Visitors Bureau
- March 21, 2022 - Fox Cities Convention & Visitors Bureau
- June 20, 2022– Fox Cities Convention & Visitors Bureau

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

## Fox Cities Hotel Room Tax Commission 2021-2022 Appointments

Term Started	Term Expires	Commissioner	Represents	Address	City	Phone	Email
June 2021	May 2022	Karen Harkness	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	karen.harkness@appleton.org
June 2021	May 2022	Tony Saucerman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	tony.saucerman@appleton.org
June 2021	May 2022	Cindy Evers	City of Appleton	100 South Riverheath Way	Appleton WI 54915	(920) 903-9256	cindy.evers@interstatehotels.com
June 2021	May 2022	Brad Gehring	Town of Grand Chute	5070 W. Century Farm Blvd	Grand Chute WI 54913	920-739-9323	Brad.Gehring@grandchute.net
June 2021	May 2022	Jim March	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-4773	jim.march@grandchute.net
June 2021	May 2022	Jeff Ings	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-738-7724	jeff.ings@grandchute.net
June 2021	May 2022	Mike Easker	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	measker@ci.neenah.wi.us
June 2021	May 2022	Jim Gunz	City of Neenah	1142 Glenayre Drive	Neenah WI 54956	920-729-6358	attygunz@msn.com
June 2021	May 2022	Barbara Rein	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	brein@vokimberly.org
June 2021	May 2022	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	dblock@vokimberly.org
June 2021	May 2022	William Van Rossum	City of Kaukauna	144 W. Second Street	Kaukauna, WI 54130	920-766-6372	wvanrossum@kaukauna-wi.org
June 2021	May 2022	Dave Kittle	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3855	david.kittel@littlechutewi.org
June 2021	May 2022	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-725-0014	twilde@new.rr.com
June 2021	May 2022	George Dearborn	Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	gdearborn@foxcrossingwi.gov
June 2021	May 2022	Jennifer Sassman	City of Menasha	100 Main Street	Menasha WI 54952	920-967-3630	jsassman@ci.menasha.wi.us
June 2021	May 2022	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
June 2020	1 year	Deb Johnson	Hotelier	300 West College Ave.	Appleton, WI 54912-2016	(920) 749-0303	debj@copperleafhotel.com
June 2020	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 15, 2021

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

**PLACE:** Via Zoom Call (due to COVID-19)

**PRESENT:** Thomas Wilde, Jim March, Bob Benz, Dani Block, Tony Saucerman, Dave Schowalter, Lisa Remiker-DeWall, Cindy Evers, Deb Johnson, Mike Easker, George Dearborn, Karen Harkness, Jennifer Sassman

**ABSENT:** Brad Gehring, Jim Gunz, William Van Rossum, Chuck Gifford, Barbara Rein

**STAFF:** Pam Seidl, Kim Tisler

- I. **CALL TO ORDER:** Mr. Easker called the meeting to order at 3:02pm.
- II. **ROLL CALL of MEMBERSHIP:** Ms. Seidl conducted a roll call of those in attendance.
- III. **MINUTES:** Minutes of the December 2020 were included in the March meeting packet. **Mr. Benz moved approval of the December minutes as presented. Second by Ms. Harkness. Motion carried.**
- IV. **FINANCIAL REPORT:** Ms. Seidl provided an overview of the February 2021 financial report, and gave an update on the status of 4th quarter 2020 room tax collections. She noted that 2020 collections were down 55.8% compared to 2019. A summary of 2020 collections was included in the January meeting packet.  
  
3<sup>rd</sup> and 4<sup>th</sup> quarter 2020 room tax remain outstanding from one City of Kaukauna lodging property.  
  
**Mr. Dearborn moved approval of the February financial report as presented. Second by Mr. Benz. Motion carried.**
- V. **ROOM TAX FUNDED PROJECTS UPDATES:**
  - a. The Town of Grand Chute had nothing new to report.
  - b. Ms. Harkness reported that the opening of the Fox Cities Exhibition Center as a Covid vaccination clinic has been good exposure for area residents who may otherwise not had the opportunity to visit the Center.

A request was made to have a representative from Baird give an update on the status of bond payments at the June meeting. Ms. Seidl will reach out to schedule.

- VI. **CVB REPORT:** Ms. Seidl reported that the CVB's plan of work was approved by their Board in January 2021. She provided an overview of the key initiatives included in that plan. She noted that the CVB is hoping municipal partners will support the funding of a Tourism Master Plan focused on identifying opportunities to broaden the local tourism economy in light of the pandemic.

The Fox Cities Convention & Visitors Audited Financial Statements for the Years Ended December 31, 2020 and 2019 has been completed. The final report will be emailed to area municipal representatives and members of the Room Tax Commission upon approval by the CVB Board of Directors at their March 2021 meeting.

VII. **UNFINISHED BUSINESS:**

- a. Invitations for other municipalities to join the Tourism Zone: Previous discussion as to how to go about inviting other area municipalities to join the Tourism Zone and become party to the bonds brought agreement that a small committee should be formed to further address this topic. Mr. Easker suggested the committee be comprised of one individual Commission member from the hotel industry, a small and a large municipality and the City of Menasha since they have experience collecting from third party lodging properties. Volunteers are still needed for this committee. Anyone interested in this was asked to contact Ms. Seidl. If no one volunteers, Ms. Seidl will reach out to Commission members.
- b. Third Party rentals: Discussion surrounding third party lodging rentals continued. Ms. Harkness commented on the City of Appleton's efforts to gain insight on regulations, processes, licensing etc. She will look to provide additional insight at the June 2021 meeting of the Commission.

VIII. **NEW BUSINESS:**

- a. Ms. Seidl reminded Commission members that state room tax reports are due May 1. The CVB has provided the documentation required of them. Eric Wied of Associated Trust will be sending the 2020 room tax receipt details.
- b. 2021-22 Appointments: The City of Appleton and Village of Kimberly will each lose (1) seat on the Commission for the next year. Given the unforeseen nature of the Covid pandemic on room tax collections, there was consensus that maintaining current appointees would provide stability and maintain institutional knowledge for the Commission. Several Commission members advised obtaining a legal opinion. Ms. Seidl offered to consult with Wisconsin Legislative Counsel via Senator Roth's office for an opinion.

- IX. **ADJOURNMENT: Mr. Schowalter moved for adjournment. Second by Mr. Benz. Motion carried.**

**Next meeting date: Monday, June 21, 2021 at 3 p.m.**

# **Fox Cities Room Tax Commission**

## **2021 Room Tax Receipts Reporting**

**2021 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	\$ 1,548,970.90	\$ 4,395,560.30	\$ 18,782.20	\$ 449,720.90	\$ 324,787.60	\$ 27,518.20	\$ 154,094.50	\$ 850,116.00	\$ 9,119.20		\$ 7,778,669.80
Room tax receipts for quarter	\$ 154,897.09	\$ 439,556.03	\$ 1,878.22	\$ 44,972.09	\$ 32,478.76	\$ 2,751.82	\$ 11,522.52	\$ 85,011.60	\$ 911.92	\$ -	\$ 777,866.98
CVB Allocation	\$ 44,145.67	\$ 125,273.47	\$ 535.29	\$ 12,817.05	\$ 9,256.45	\$ 784.27	\$ 4,391.69	\$ 24,228.31	\$ 259.90	\$ -	\$ 221,692.09
Exhibition Center allocation	\$ 46,469.13	\$ 131,866.81	\$ 563.47	\$ 13,491.63	\$ 9,743.63	\$ 825.55	\$ 4,622.84	\$ 25,503.48	\$ 273.58	\$ -	\$ 233,360.09
Sports Facilities allocation	\$ 46,469.13	\$ 131,866.81	\$ 563.47	\$ 13,491.63	\$ 9,743.63	\$ 825.55	\$ 4,622.84	\$ 25,503.48	\$ 273.58	\$ -	\$ 233,360.09
Municipality allocation	\$ 17,813.17	\$ 50,548.94	\$ 216.00	\$ 5,171.79	\$ 3,735.06	\$ 316.46	\$ 1,772.09	\$ 9,776.33	\$ 104.87	\$ -	\$ 89,454.70

CVB allocation	\$ 221,692.09
Exhibition Center allocation	\$ 233,360.09
Sports Facilities allocation	\$ 233,360.09
Total Amount retained by Municipality	\$ 89,454.70
<b>Total</b>	<b>\$ 777,866.98</b>

**\*\*1st quarter 2021 room tax is outstanding from (1) City of Appleton and (1) City of Kaukauna lodging property.**

**Additional funds received in 1st Quarter:**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	TwN Clayton
1stQ 2021										\$ 1,442.22
4thQ 2020	\$ 16,799.21	\$ 5,803.03	\$ 4,618.46							
3rdQ 2020			\$ 5,036.43							

**2021 Hotel/Motel Room Tax Generated - Year to Date Summary by Municipality**

2021	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
<b>Cummulative Room Revenue</b>	\$ 1,548,970.90	\$ 4,395,560.30	\$ 18,782.20	\$ 449,720.90	\$ 324,787.60	\$ 27,518.20	\$ 154,094.50	\$ 850,116.00	\$ 9,119.20	\$ -	\$ 7,778,669.80
<b>Cummulative Room Tax receipts</b>	\$ 154,897.09	\$ 439,556.03	\$ 1,878.22	\$ 44,972.09	\$ 32,478.76	\$ 2,751.82	\$ 11,522.52	\$ 85,011.60	\$ 911.92	\$ -	\$ <b>777,866.98</b>
CVB Allocation	\$ 44,145.67	\$ 125,273.47	\$ 535.29	\$ 12,817.05	\$ 9,256.45	\$ 784.27	\$ 4,391.69	\$ 24,228.31	\$ 259.90	\$ -	\$ <b>221,692.09</b>
<b>Exhibition Center allocation</b>	\$ 46,469.13	\$ 131,866.81	\$ 563.47	\$ 13,491.63	\$ 9,743.63	\$ 825.55	\$ 4,622.84	\$ 25,503.48	\$ 273.58	\$ -	\$ <b>233,360.09</b>
<b>Sports Facilities allocation</b>	\$ 46,469.13	\$ 131,866.81	\$ 563.47	\$ 13,491.63	\$ 9,743.63	\$ 825.55	\$ 4,622.84	\$ 25,503.48	\$ 273.58	\$ -	\$ <b>233,360.09</b>
Municipality allocation	\$ 17,813.17	\$ 50,548.94	\$ 216.00	\$ 5,171.79	\$ 3,735.06	\$ 316.46	\$ 1,772.09	\$ 9,776.33	\$ 104.87	\$ -	\$ <b>89,454.70</b>

<b>Net CVB allocation</b>	\$ 221,692.09
<b>Exhibition Center allocation</b>	\$ 233,360.09
<b>Sports Facilities allocation</b>	\$ 233,360.09
<b>Total Amount retained by Municipality</b>	\$ 89,454.70
<b>Total</b>	\$ <b>777,866.98</b>

*2021 Municipal Room Tax Generated Summarized by Quarter*

<b>2021</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>CVB allocation</b>	\$ 221,692.09	\$ -	\$ -	\$ -	\$ 221,692.09
<b>Exhibition Center</b>					
<b>allocation</b>	\$ 233,360.09	\$ -	\$ -	\$ -	\$ 233,360.09
<b>Sports Facilities</b>					
<b>allocation</b>	\$ 233,360.09	\$ -	\$ -	\$ -	\$ 233,360.09
<b>Municipality</b>					
<b>allocation</b>	\$ 89,454.70	\$ -	\$ -	\$ -	\$ 89,454.70
<b>Total</b>	<b>\$ 777,866.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 777,866.98</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
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
<b>Total</b>	<b>\$ 1,147,094.78</b>	<b>\$ 1,381,113.12</b>	<b>\$ 1,824,674.16</b>	<b>\$ 1,431,000.77</b>	<b>\$ 5,783,882.83</b>	<b>\$ 1,096,692.33</b>	<b>\$ 1,408,682.04</b>	<b>\$ 1,801,355.54</b>	<b>\$ 1,325,699.80</b>	<b>\$ 5,632,429.71</b>

**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
<b>\$ 1,218,892.69</b>	<b>\$ 1,484,226.76</b>	<b>\$ 1,931,072.03</b>	<b>\$ 1,375,001.76</b>	<b>\$ 6,009,193.24</b>	<b>\$ 1,204,182.80</b>	<b>\$ 1,559,101.66</b>	<b>\$ 2,203,763.43</b>	<b>\$ 1,490,782.87</b>	<b>\$ 6,457,830.76</b>

**Room Tax Generated Historical Summary**

1st Quarter 2020	2nd Quarter 2020	3rd Quarter 2020	4th Quarter 2020	Total 2020	1st Quarter 2021	2nd Quarter 2021	3rd Quarter 2021	4th Quarter 2021	Total 2021	Total 2016-2021 Collections
\$ 317,175.80	\$ 108,696.20	\$ 224,840.14	\$ 171,036.33	\$ 821,748.47	\$ 221,692.09	\$ -	\$ -	\$ -	\$ 221,692.09	\$ 7,850,185.41
\$ 333,869.26	\$ 114,417.05	\$ 236,673.83	\$ 180,038.24	\$ 864,998.38	\$ 233,360.09	\$ -	\$ -	\$ -	\$ 233,360.09	\$ 8,263,374.31
\$ 333,869.26	\$ 114,417.05	\$ 236,673.83	\$ 180,038.24	\$ 864,998.38	\$ 233,360.09	\$ -	\$ -	\$ -	\$ 233,360.09	\$ 5,736,316.27
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,527,036.79
\$ 127,983.22	\$ 43,859.87	\$ 90,724.97	\$ 69,014.66	\$ 331,582.72	\$ 89,454.70	\$ -	\$ -	\$ -	\$ 89,454.70	\$ 3,167,618.68
\$ 1,112,897.54	\$ 381,390.17	\$ 788,912.77	\$ 600,127.47	\$ 2,883,327.95	\$ 777,866.97	\$ -	\$ -	\$ -	\$ 777,866.97	\$ 27,544,531.46

2021 Third Party Lodging Room Tax

	1stQ2021	2ndQ2021	3rdQ2021	4thQ2021	Total 2021
<b>City Appleton 2021</b>					
Reported Room Revenue	\$ 242,426.40	\$ -	\$ -	\$ -	\$ 242,426.40
Home Away	\$ 1,260.85	\$ -	\$ -	\$ -	\$ 1,260.85
Air B&B	\$ 22,981.79	\$ -	\$ -	\$ -	\$ 22,981.79
<b>10% total collection</b>	<b>\$ 24,242.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,242.64</b>
<b>Town Grand Chute 2021</b>					
Reported Room Revenue	\$ 12,930.10	\$ -	\$ -	\$ -	\$ 12,930.10
Air B&B	\$ 1,293.01	\$ -	\$ -	\$ -	\$ 1,293.01
Home Away	\$ -	\$ -	\$ -	\$ -	\$ -
<b>10% total collection</b>	<b>\$ 1,293.01</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,293.01</b>
<b>City of Neenah 2021</b>					
Reported Room Revenue	\$ 5,894.00	\$ -	\$ -	\$ -	\$ 5,894.00
Home Away	\$ 14.00	\$ -	\$ -	\$ -	\$ 14.00
Air B&B	\$ 589.40	\$ -	\$ -	\$ -	\$ 589.40
<b>10% total collection</b>	<b>\$ 589.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 589.40</b>
<b>City Kaukauna 2021</b>					
Reported Room Revenue	\$ 12,837.70	\$ -	\$ -	\$ -	\$ 12,837.70
Air B&B	\$ 1,283.77	\$ -	\$ -	\$ -	\$ 1,283.77
<b>10% total collection</b>	<b>\$ 1,283.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,283.77</b>
<b>Village Kimberly 2021</b>					
Reported Room Revenue	\$ 3,195.50	\$ -	\$ -	\$ -	\$ 3,195.50
Air B&B	\$ 319.55	\$ -	\$ -	\$ -	\$ 319.55
<b>10% total collection</b>	<b>\$ 319.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 319.55</b>
<b>Village Little Chute 2021</b>					
Reported Room Revenue	\$ 11,280.90	\$ -	\$ -	\$ -	\$ 11,280.90
Air B&B	\$ 613.89	\$ -	\$ -	\$ -	\$ 613.89
Home Away	\$ 514.20	\$ -	\$ -	\$ -	\$ 514.20
<b>10% total collection</b>	<b>\$ 1,128.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,128.09</b>
<b>Town Neenah 2021</b>					
Reported Room Revenue	\$ 9,119.20	\$ -	\$ -	\$ -	\$ 9,119.20
Air B&B	\$ -	\$ -	\$ -	\$ -	\$ -
Home Away	\$ 779.40	\$ -	\$ -	\$ -	\$ 779.40
1747 Cnty A	\$ 132.52	\$ -	\$ -	\$ -	\$ 132.52
<b>10% total collection</b>	<b>\$ 911.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 911.92</b>
<b>Village Fox Crossing 2021</b>					
Reported Room Revenue	\$ 2,364.00	\$ -	\$ -	\$ -	\$ 2,364.00
Home Away	\$ 236.40	\$ -	\$ -	\$ -	\$ 236.40
<b>10% total collection</b>	<b>\$ 236.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 236.40</b>
<b>City Menasha 2021</b>					
Reported Room Revenue	\$ 27,518.20	\$ -	\$ -	\$ -	\$ 27,518.20
Air BnB	\$ 2,481.86	\$ -	\$ -	\$ -	\$ 2,481.86
Banti House	\$ -	\$ -	\$ -	\$ -	\$ -
Brighton Rd	\$ -	\$ -	\$ -	\$ -	\$ -
Giles House	\$ -	\$ -	\$ -	\$ -	\$ -
Lakeside Retreat	\$ 269.96	\$ -	\$ -	\$ -	\$ 269.96
Home Away	\$ -	\$ -	\$ -	\$ -	\$ -
<b>10% total collection</b>	<b>\$ 2,751.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,751.82</b>
<b>2021 Reported Room Reve</b>	<b>\$ 327,566.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 327,566.00</b>
<b>2021 Room Tax Receipts</b>	<b>\$ 32,756.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,756.60</b>
<b>2021 CVB Allocation</b>	<b>\$ 9,335.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,335.63</b>
<b>2021 Exhibition Cntr Alloca</b>	<b>\$ 9,826.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,826.98</b>
<b>2021 Sports Facilities Alloc</b>	<b>\$ 9,826.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,826.98</b>
<b>2021 Municipality Allocatic</b>	<b>\$ 3,767.01</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,767.01</b>
<b>AirBnB</b>	<b>\$ 29,563.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,563.27</b>
<b>Banti House</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HomeAway</b>	<b>\$ 2,790.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,790.85</b>
<b>Giles House</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>1764 Brighton Rd</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Lakeside Retreat</b>	<b>\$ 269.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 269.96</b>
<b>1747 Cnty A</b>	<b>\$ 132.52</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 132.52</b>
<b>\$ 32,756.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,756.60</b>

**Fox Cities Room Tax Commission  
Balance Sheet  
May 31, 2021**

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

**Fox Cities Area Room Tax Commission  
3433 W. College Ave  
Appleton, WI 54914**

[MUNICIPALITY]

[ADDRESS]

[Municipal Leader]:

The Fox Cities Area Room Tax Commission invites you to join the municipalities listed below as part of the Fox Cities Tourism Zone. The Zone was formed in 2018 as part of the municipal collaboration to fund the construction of the Fox Cities Exhibition Center and Community First Champion Center Fox Cities. These two facilities have the potential to generate nearly \$15 million annually in economic activity for our region.

Aside from the economic impact of these tourism developments, the Room Tax Commission also collaborates on all issues relating to collection of room taxes in the area, including third party rentals (e.g. Air BnB), to ensure compliance with state and local ordinances.

The Fox Cities Convention & Visitors Bureau (CVB) serves as the tourism entity for the Tourism Zone and your municipality. Your community would continue to benefit from the marketing efforts of the CVB. The CVB also provides administrative support to the Fox Cities Area Room Tax Commission.

Pam Seidl, executive director of the CVB, can meet with you to discuss the process for joining the Tourism Zone and potential impacts on your municipality. You can contact Pam by calling (920) 734-3358 or email: [pseidl@foxcities.org](mailto:pseidl@foxcities.org).

We hope you will join us as part of the Fox Cities Tourism Zone.

Sincerely,

(Signed by representatives of all 10 Zone member municipality).