



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final-revised Appleton Redevelopment Authority

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Wednesday, April 13, 2016

4:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[16-565](#)

ARA Minutes from 3-9-16

Attachments: [ARA Minutes 3-9-16.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[16-566](#)

The Appleton Redevelopment Authority may go into closed session according to State Statute Sec. 19.85(1)(e) for the purpose of deliberating or discussing the potential future purchase of real property in and around the City of Appleton and reconvene into open session

[16-570](#)

Consider the request of the ARA Exhibition Center Advisory Committee to allow assignment of vote to another member

Attachments: [ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)

### 6. Information Items

[16-568](#)

Report on second meeting of ARA Exhibition Center Advisory Committee held on April 7, 2016 (Minutes from 4-7 to be distributed at 4-13 ARA meeting)

Attachments: [ARA Exhibition Center Advisory Committee MINUTES March 3 2016 REVISED.](#)

[16-574](#)

Appleton Neighborhood Academy

Attachments: [NeighborhoodAcademy2016\\_Flyer.pdf](#)

## 7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this meeting are to be directed to Karen Harkness, Director, Community and Economic Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



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Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Appleton Redevelopment Authority

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Wednesday, March 9, 2016

4:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Meeting called to order at 4:00 p.m.

2. Roll call of membership

*Higgins arrived at 4:04 p.m.*

**Present:** 5 - Higgins, Van Dyke, Jirschele, Downs and Fisher

**Excused:** 1 - Weider

3. Approval of minutes from previous meeting

[16-335](#)

ARA Minutes from 2-22-16

**Attachments:** [ARA Minutes 2-22-16.pdf](#)

Fisher moved, seconded by Van Dyke, that the Minutes be approved. Roll Call.

**Motion carried by the following vote:**

**Aye:** 3 - Van Dyke, Downs and Fisher

**Excused:** 2 - Higgins and Weider

**Abstained:** 1 - Jirschele

4. Public Hearings/Appearances

5. Action Items

[16-336](#)

Designate Chair and Vice-Chair of the ARA Exhibition Center Advisory Committee

**Attachments:** [ARA Exhibition Center Advisory Committee 2016 Appointments.pdf](#)

Jirschele moved, seconded by Fisher, that the Report Action Item to designate Marissa Downs as the Chair and Char Stankowski as the Vice Chair be approved. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Higgins, Van Dyke, Jirschele, Downs and Fisher

**Excused:** 1 - Weider

[16-355](#)

Consider the request of the ARA Exhibition Center Advisory Committee to allow the appointment of proxies for municipal representatives

**Attachments:** [ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)

Jirschele moved, seconded by Fisher, that the Report Action Item be denied.  
Roll Call. Motion carried by the following vote:

**Aye:** 5 - Higgins, Van Dyke, Jirschele, Downs and Fisher

**Excused:** 1 - Weider

## 6. Information Items

[16-337](#)

Report on first meeting of ARA Exhibition Center Advisory Committee held on March 3, 2016

**Attachments:** [ARA Exhibition Center Advisory Committee MINUTES March 3 2016.pdf](#)

This Presentation was discussed.

[16-356](#)

Foremost Update

This Presentation was discussed.

[16-351](#)

Envision Appleton Workshops

**Attachments:** [CommunityWorkshops Poster March2016.pdf](#)

This Presentation was discussed.

## 7. Adjournment

Fisher moved, seconded by Van Dyke, that the meeting be adjourned at 4:35 p.m. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Higgins, Van Dyke, Jirschele, Downs and Fisher

**Excused:** 1 - Weider

Organization and Establishment of  
Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

ARTICLE 1- NAME

The name of the advisory committee shall be the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (“Exhibition Center Advisory Committee”, “Advisory Committee” or “Committee”).

ARTICLE 2-PURPOSE AND ORGANIZATION

SECTION 1. Purpose- The general purpose of the Exhibition Center Advisory Committee is to represent, inform, engage and make recommendations on behalf of the stakeholders in the greater Fox Valley about the Exhibition Center Project as well as operations and management of the Exhibition Center “Center”. The Committee shall strictly serve in an advisory capacity to the Appleton Redevelopment Authority (“ARA” or “Authority”).

SECTION 2. Membership. The Exhibition Center Advisory Committee shall include the following: one representative from each municipality collecting hotel room tax used in part to fund the exhibition center operations [appointed by the municipality], two (2) hoteliers collecting room tax used in part to fund the exhibition center [appointed by the ARA Chairperson and approved by ARA], two (2) community members residing within a community collecting room tax used in part to fund the exhibition center operations [appointed by the ARA Chairperson and approved by ARA], one (1) member of the ARA [appointed by the ARA Chairperson] and the Executive Director of the Convention and Visitors Bureau, or designee. The City of Appleton Community and Economic Development Director, or designee thereof, shall also be a non-voting, advisory member of the Committee. The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA.

Committee members, with the exception of the Executive Director of the Convention and Visitors Bureau and City of Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: (list half of the participating municipalities), one of the hotelier representatives and one of the community members.

SECTION 3. Meetings and Reports- The Committee shall hold regular meetings at such times, places and dates as may be determined by its members and provide monthly reports to ARA.

SECTION 4. Notice of Meetings- Notice of regular meetings, including the time and place, shall be provided to the members at least two business days prior to such meeting. Notice of special meetings, including the time and place therefore, shall be provided to the members at least twenty-four hours prior to such meeting. The Executive Director of the Authority shall cause

such notices to be given in person, by telephone, by mail or by email. Public notice of all Committee meetings shall be made in accordance with the appropriate provisions of the Wisconsin Open Meetings Law.

SECTION 5. Quorum- A majority of the appointed members of the Committee shall constitute a quorum.

SECTION 6. Official Action- A vote by a majority of Committee members at any meeting where a quorum is present shall constitute official action by the Committee.

SECTION 7. Reimbursement; No Compensation. The members of the Committee shall receive no compensation or reimbursement for attending regular meetings or public functions. Reimbursement for actual expenses incurred in the performance of their duties may be provided by the Authority, upon submission of receipts, for performance of other Committee related duties requested and approved in advance by the Authority.

SECTION 8. Committee Procedure. The Committee shall operate under the same procedural rules adopted by the Appleton Redevelopment Authority and may develop additional rules and operating procedures subject to prior approval by a majority of members of the Appleton Redevelopment Authority.



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## APPLETON REDEVELOPMENT AUTHORITY EXHIBITION CENTER ADVISORY COMMITTEE

### **\*\*REVISED\*\* MEETING MINUTES**

**Thursday, March 3, 2016**

**1:00 p.m.**

**Appleton City Hall**

**100 N. Appleton Street, 6<sup>th</sup> Floor, Committee Room 6A/B**

1. Meeting called to order at 1:00 p.m.
2. Members present and introductions:
  - Richard Batley
  - George Dearborn
  - Marissa Downs
  - Chuck Gifford
  - Dean Kaufert
  - Chuck Kuen
  - Walter Rugland
  - Chadd Scott
  - Pam Seidl
  - Char Stankowski
  - Michael Vanden Berg
  - Maria Van Laanen
  - Tom Wilde
  - Karen Harkness, non-voting member

Members excused:

Bob Benz  
Lee Meyerhoffer

Others present:

Mayor Tim Hanna  
Dana Reader  
Duke Behnke

3. Review of ARA Exhibition Center Advisory Committee Creation Document

Harkness reviewed the document with the committee. Mayor Kaufert moved, seconded by Batley, the committee request the ARA to consider an amendment to this document pertaining to membership to allow proxies for municipality representatives. Motion carried. 11-2/Downs,

Kuen. A question was asked if the Hotel Room Tax Commission has taken up the ability for proxy. Harkness responded no, discussions continue about the by-laws for that organization.

#### 4. Update by Mayor Hanna

Mayor Hanna gave an update on the geotechnical and infrastructure re-construction and the Request For Qualifications (RFQ) for owner's agent expediter services. Mayor Hanna talked about the Building Program and that the majority of that program will not change. He stated how this building is integrated with Jones Park and that is important due to the fact that there will need to be a retaining wall or berm.

Mayor Hanna shared the Hinshaw & Culbertson cost for Phases 1, 2 & 3 was \$453,000.

Kuen asked if this committee will review the RFQ. Mayor Hanna and Harkness responded to this question. Per the Intergovernmental Agreement and this committee's organizing documents, review of the RFQ or decisions about the details of construction are not in the purview of this committee. However, there are many opportunities for public input vis-à-vis the open meetings rules for all municipalities. The RFQ process will follow standard City of Appleton policies which includes staff review of responses and Council action.

George Dearborn stated this committee is a positive thing. The City could go on its own. The City is asking for input on the design program and management. Mayor Kaufert stated on the front end we can give input.

The RFQ responses are due by March 18<sup>th</sup> and Harkness will share the RFQ with all.

Pam Seidl shared with the committee that the Fox Cities Convention & Visitors Bureau has contacted 135 potential groups, and several have expressed excitement and interest.

#### 5. Meeting schedule

The meeting scheduled was shared with the committee.

**A discussion about the Radisson Paper Valley Property Improvement Plan followed. Representatives of the Radisson will be invited to the next meeting.**

#### 6. Adjournment

Gifford moved, seconded by Seidl, to adjourn the meeting at 3:00 p.m. Motion carried. 13-0



# Appleton Neighborhood Academy



The Neighborhood Academy is a 4-session learning series that provides knowledge and tools to help you and your neighbors create a better place to live, work, and play. Whether you are interested in safety, bridging cultural differences, watching out for the neighborhood's children and elderly, keeping the area looking good, maintaining your property value, supporting local businesses, or other neighborhood concerns, this training series will help you and your neighbors make good things happen in your neighborhood.

## Highlights include:

- Overview on City's Neighborhood Program and grant availability
- Strategies for assessing and enhancing a neighborhood
- Insight from guest speakers
- Peer review, success stories among neighborhoods

## A learning series for people who care about their neighborhoods and want to help them thrive.

Participants must reside in a neighborhood registered through the City's Neighborhood Program (15 already registered). To register your neighborhood, contact Community & Economic Development Dept. at (920) 832-6468. It is helpful, but not required, that you participate with at least one other person from your neighborhood.

**TO JOIN:** Apply online at <http://www.appleton.org/residents/neighborhood-program>

**DATES:** Four consecutive Thursdays — May 5, May 12, May 19, and May 26, 2016

**TIME:** 6:00-8:00 p.m.      **LOCATION:** City Hall, 100 N. Appleton Street

