



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final City Plan Commission

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

Monday, September 12, 2016

4:00 PM

Council Chambers, 6th Floor

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

[16-1381](#) City Plan Minutes from 8-22-16

Attachments: [City Plan Minutes 8-22-16.pdf](#)

4. Public Hearings/Apearances

[16-1382](#) Rezoning #5-16 to rezone a portion of land generally located on the north side of Spartan Drive, west of N. Haymeadow Avenue and east of N. Richmond Street (part of Tax Id #31-6-6000-00), including to the centerline of the adjacent right-of-way, as shown on the attached maps, from AG Agricultural District to P-I Public Institutional District (Associated with Action Item #16-1383)

5. Action Items

[16-1383](#) Request to approve Rezoning #5-16 to rezone a portion of land generally located on the north side of Spartan Drive, west of N. Haymeadow Avenue and east of N. Richmond Street (part of Tax Id #31-6-6000-00), including to the centerline of the adjacent right-of-way, as shown on the attached maps, from AG Agricultural District to P-I Public Institutional District

Attachments: [StaffReport Rezoning#5-16 SpartanDriveLiftStation.pdf](#)

[16-1384](#) Request to approve the dedication of land for public right-of-way for Spartan Drive, Sommers Drive and Haymeadow Avenue as shown on the attached maps

Attachments: [StaffReport StreetDedication Spartan-Sommers-Haymeadow.pdf](#)

- [16-1385](#) Request to approve the dedication of land for public right-of-way for N. Meade Street and Spartan Drive as shown on the attached maps

Attachments: [StaffReport_MeadeStSpartanDr_StreetDedication_For09-12-16.pdf](#)

- [16-1386](#) ****CRITICAL TIMING**** Annual review and request to approve the Downtown Appleton Business Improvement District (BID) 2017 Operating Plan

Attachments: [StaffReport_2017BIDOperatingPlan_For09-12-16.pdf](#)

[2017 BID Operational Plan.pdf](#)

[2015 BID Annual Report.pdf](#)

[2015 Year End BID Communication Report.pdf](#)

[2015 Year End BID Financial Statements Report.pdf](#)

6. Information Items

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.

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



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final City Plan Commission

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

Monday, August 22, 2016

4:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:01 p.m.

2. Roll call of membership

Director Vandehey acted in Commissioner Buetow's place.

Present: 4 - Mayor Hanna, Buetow, Lobner and Uslabar

Excused: 2 - Dukelow and Rabec

3. Approval of minutes from previous meeting

[16-1319](#)

City Plan Minutes from 8-8-16

Attachments: [City Plan Minutes 8-8-16.pdf](#)

**Lobner moved, seconded by Uslabar, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Mayor Hanna, Buetow, Lobner and Uslabar

Excused: 2 - Dukelow and Rabec

4. **Public Hearings/Apearances**

[16-1320](#)

Special Use Permit #4-16 for a brewpub and restaurant with outdoor seating with alcohol sales and service at 1216 E. Wisconsin Avenue, as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report (Associated with Action Item #16-1321)

This Appearance was presented.

5. **Action Items**

[16-1321](#)

Request to approve Special Use Permit #4-16 for a brewpub and restaurant with outdoor seating with alcohol sales and service at 1216 E. Wisconsin Avenue, as shown on the attached maps and per attached plan of operation, to run with the land subject to the conditions in the attached staff report (2/3 vote required)

Attachments: [StaffReport_DairylandBrewing_SpecialUsePermit#4-16.pdf](#)

Buetow moved, seconded by Lobner, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Mayor Hanna, Buetow, Lobner and Uslabar

Excused: 2 - Dukelow and Rabec

[16-1232](#)

Request to approve the dedication of land for public right-of-way generally located south of E. Werner Road and west of N. Ballard Road, part of Tax ID #31-1-9300-01, as shown on the attached maps

Attachments: [StaffReport_StreetDedication_SouthofWernerRd.pdf](#)

Lobner moved, seconded by Uslabar, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Mayor Hanna, Buetow, Lobner and Uslabar

Excused: 2 - Dukelow and Rabec

6. Information Items

7. Adjournment

Lobner moved, seconded by Uslabar, that the meeting be adjourned at 4:05 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Mayor Hanna, Buetow, Lobner and Uslabar

Excused: 2 - Dukelow and Rabec



REPORT TO CITY PLAN COMMISSION

Plan Commission Informal Public Hearing Date: September 12, 2016

Common Council Public Hearing Meeting Date: October 5, 2016

Item: Rezoning #5-16 – Spartan Drive Lift Station

Case Manager: Don Harp

GENERAL INFORMATION

Owner/Applicant: City of Appleton / Tom Kromm, Department of Public Works

Address/Parcel #: Spartan Drive / Part of 31-6-6000-00

Owner/Applicant's Request: The owner/applicant is requesting a zoning change for the subject property from AG Agricultural District to P-I Public Institutional District.

BACKGROUND

The subject property was annexed to the City of Appleton through the Spartan Drive/Lift Station Annexation, which was approved by the Common Council on November 4, 2015 and officially came into the City with AG Agricultural zoning on December 8, 2015.

STAFF ANALYSIS

Proposed Zoning Classification: The purpose of the rezoning is to facilitate the construction of a City owned and operated lift station designed to provide sanitary sewer services on a regional level within the City's northwest growth area.

The P-I district is intended to provide for public and institutional uses and buildings, utilized by the community, and to provide open space standards where necessary for the protection of adjacent residential properties.

Surrounding Zoning and Land Uses:

North: ADG, General Agricultural District – Town of Grand Chute
South: ADG, General Agricultural District – Town of Grand Chute
East: ADG, General Agricultural District – Town of Grand Chute
West: ADG, General Agricultural District – Town of Grand Chute

Rezoning #5-16 - Spartan Drive Lift Station
September 12, 2016
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Appleton Comprehensive Plan 2010-2030: The City of Appleton 2010-2030 Comprehensive Plan Map identifies the subject area for business/industrial. It is important to note, the *Comprehensive Plan 2010-2030* does not identify specific locations for future public/institutional uses. The following goals set forth in the comprehensive plan are relevant to this rezoning.

Chapter 7 Utilities and Community Facilities:

7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.

7.1.1 Prioritize development and redevelopment that minimizes the need for additional public and private infrastructure such as water storage facilities and sewage lift stations.

Findings: The construction of the Spartan Drive Lift Station will help open up development opportunities in the lift station service area and will expand the public infrastructure and development opportunities for the City and the private property owners in that area.

Chapter 9 Economic Development:

9.4 OBJECTIVE: Encourage new development and redevelopment activities that create vital and attractive neighborhoods and business districts.

Findings: The future development opportunities (residential, commercial, industrial etc.) should be created by the construction of a new lift station, and future Spartan Drive should increase the tax base.

Chapter 10 Land Use:

10.1 OBJECTIVE: Provide an adequate supply of suitable land meeting the demand for development of various land uses.

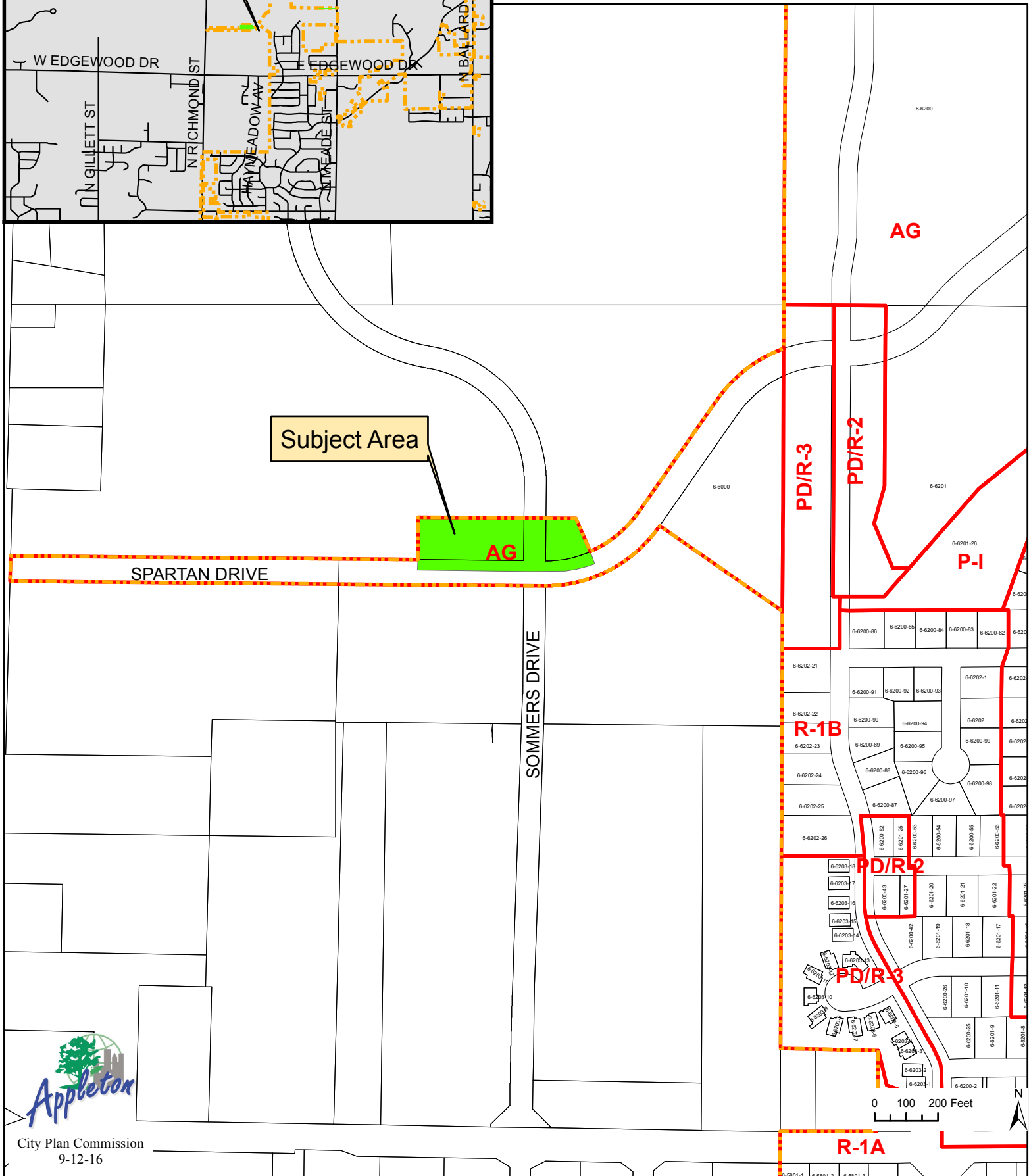
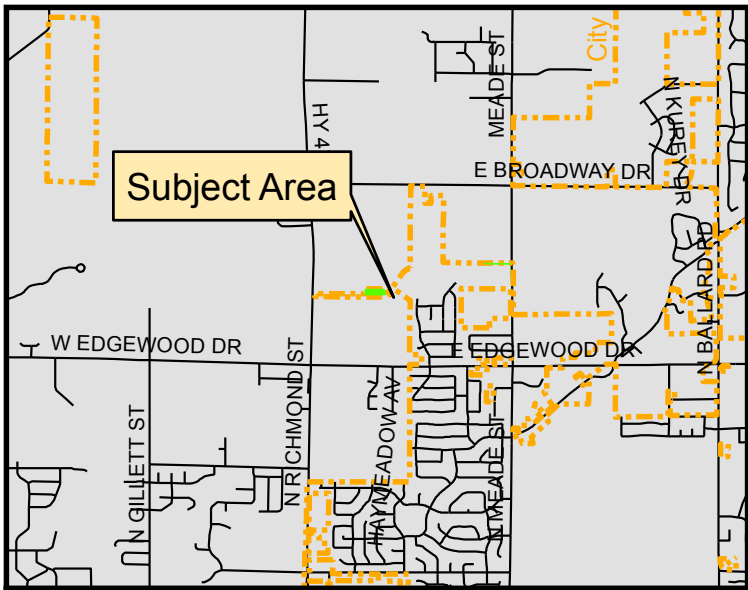
Findings: The construction of the Spartan Drive Lift Station will provide an adequate supply of suitable land for a variety of residential, commercial and industrial future development opportunities in the lift station service area.

Technical Review Group Report (TRG): This item was discussed at the August 23, 2016 Technical Review Group meeting. No negative comments were received from participating departments.

RECOMMENDATION

Staff recommends, based upon the standards for map amendments as required by Section 23-65(d)(3) of the Zoning Ordinance, that Rezoning Application #5-16 to rezone the subject site from AG Agricultural District to P-I Public Institutional District, including to the centerline of the adjacent right-of-way, as shown on the attached maps, **BE APPROVED**.

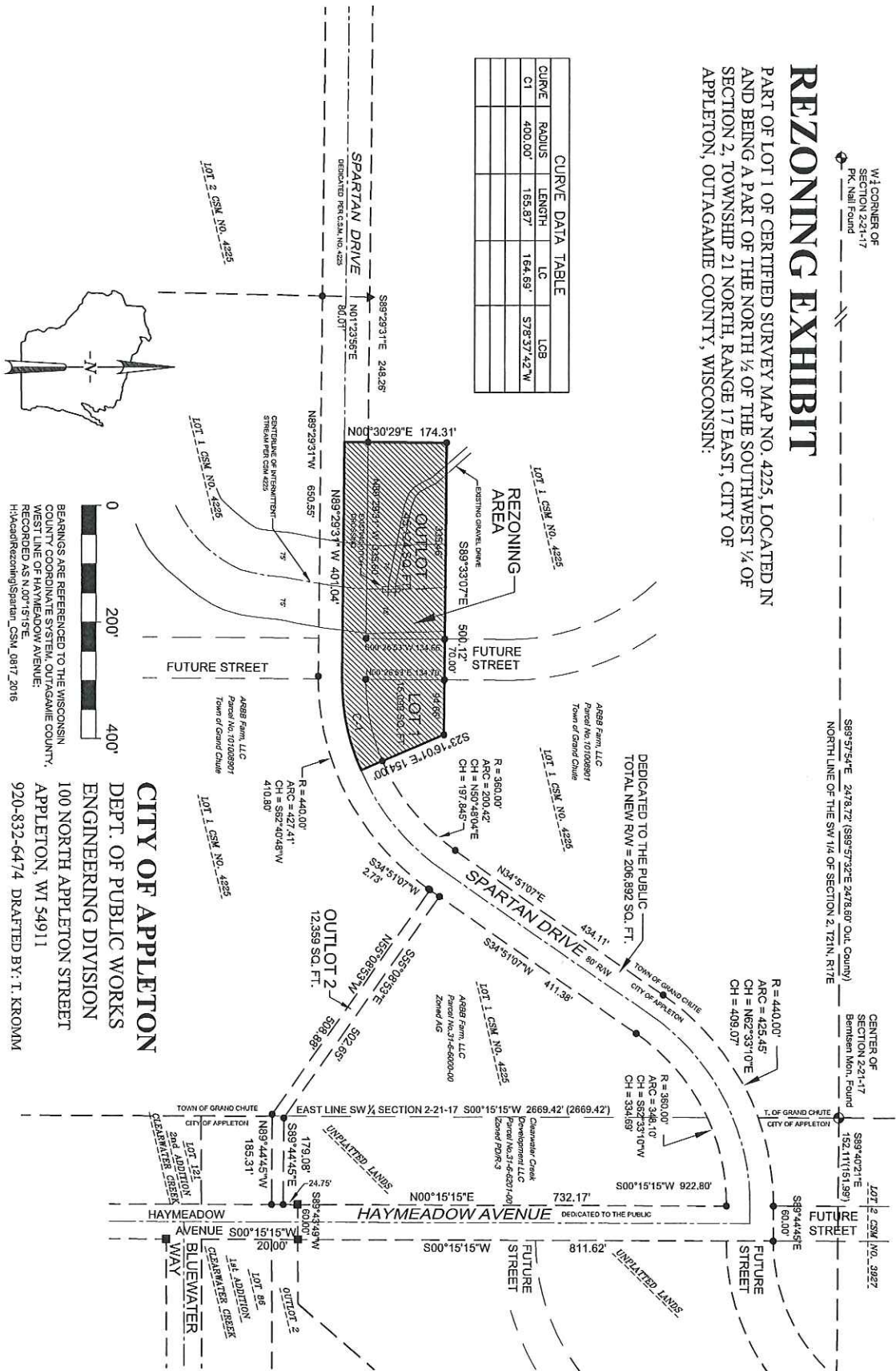
Rezoning Spartan Drive Lift Station
AG - Agriculture District to
P-I Public Institution District



REZONING EXHIBIT

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4225, LOCATED IN AND BEING A PART OF THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN:

CURVE DATA TABLE			
CURVE	RADIUS	LENGTH	LCB
C1	400.00'	164.87'	S78.37°42'W



CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474 DRAFTED BY: T. KROMM



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Meeting Date: September 12, 2016

Common Council Meeting Date: September 21, 2016

Item: Dedication of Public Right-of-Way for Spartan Drive, Sommers Drive and Haymeadow Avenue

Case Manager: Don Harp

GENERAL INFORMATION

Owner/Applicant: City of Appleton; Owner
Thomas Kromm, City Surveyor; Applicant

Location: Generally located east of S.T.H. 47 and west of North Haymeadow Avenue, part of Tax ID #31-6-6000-00 and #31-6-6201-00

Petitioner's Request: Right-of-way dedication

BACKGROUND

The owner/applicant has submitted a Certified Survey Map for lands acquired to extend existing Haymeadow Avenue to the north and connect to officially mapped Spartan Drive and Sommers Drive. The owner is dedicating the subject area for public roadway purposes. The CSM is currently under review which is subject to the acceptance of the subject land for dedicated public right-of-way by the Plan Commission and Common Council.

STAFF ANALYSIS

Public Right-of-Way Dedication: Approximately 4.7495 acres of land is included in the proposed right-of-way dedication.

Street Classification: Sommers Drive, Spartan Drive and Haymeadow Avenue extended will be dedicated as collector streets.

Surrounding Zoning and Land Uses:

North: AG – City of Appleton – Undeveloped Agricultural land

Town of Grand Chute – Undeveloped Agricultural land

South: R-1B – City of Appleton – Residential

AG – City of Appleton – Undeveloped Agricultural land

Town of Grand Chute – Agricultural land

East: PD/R-2 – City of Appleton – Undeveloped Agricultural land

West: PD/R-3 – City of Appleton – Undeveloped Agricultural land

Street Dedication – Spartan Drive/Sommers Drive/Haymeadow Avenue
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Official Street Map: The proposed right-of-way dedication is consistent with the City of Appleton Official Street Map.

2010-2030 Comprehensive Plan: The City of Appleton 2010-2030 Comprehensive Plan identifies this area as an officially mapped road. The proposed public land dedication for road purposes is consistent with the following goal of the 2010-2030 Comprehensive Plan:

- **Goal 4 – Transportation** (Chapter 6)

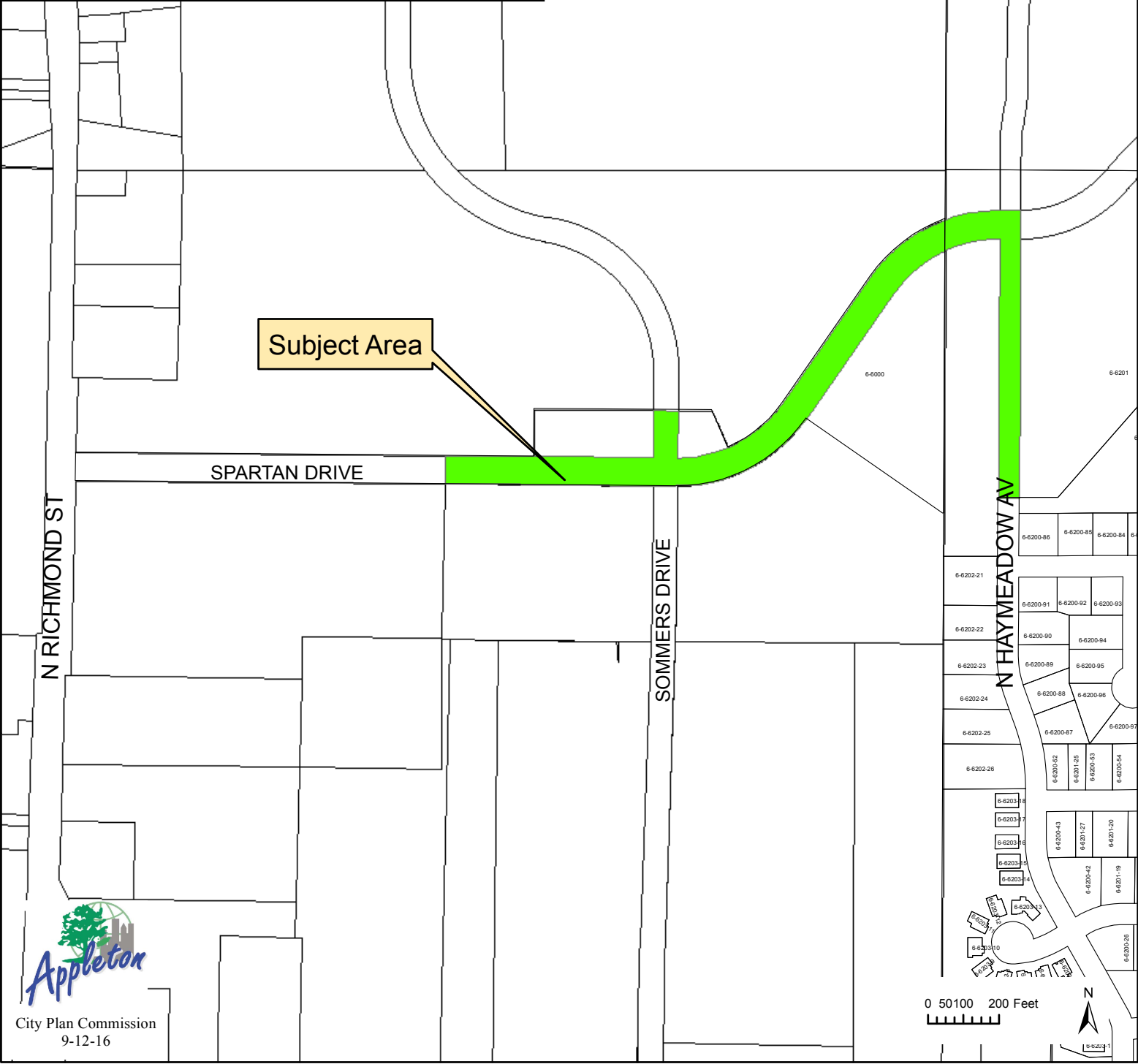
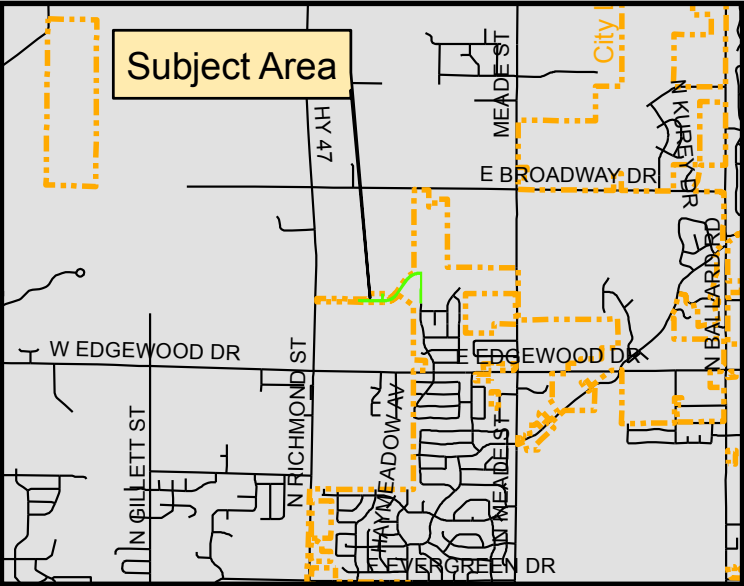
Appleton will support a comprehensive transportation network that provides viable options for pedestrian, bicycle, highway, rail, and air transportation, both locally and within the region.

Technical Review Group Report (TRG): This item was discussed at the August 23, 2016 Technical Review Group meeting. No negative comments were received from participating departments.

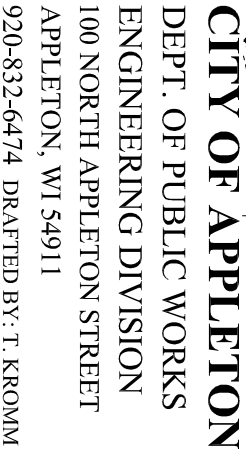
RECOMMENDATION

Staff recommends the dedication of land for public right-of-way for Spartan Drive, Sommers Drive and Haymeadow Avenue as shown on the attached maps, **BE APPROVED**.

Sommers Drive, Spartan Drive and
Haymeadow Avenue Street Dedication
Zoning/Vicinity Map



PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4225, LOCATED IN
AND BEING A PART OF THE NORTH ½ OF THE SOUTHWEST ¼ AND
THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 2, TOWNSHIP
21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE
COUNTY, WISCONSIN:



CERTIFIED SURVEY MAP NO. _____

SURVEYOR’S CERTIFICATE:

SHEET 2 OF 3

I, Thomas M. Kromm, Wisconsin Registered Land Surveyor, certify that I have surveyed, divided and mapped under the direction of the City of Appleton, a part of Lot 1 of Certified Survey Map No. 4225, located in and being a part of the North ½ of the Southwest ¼ and the Northwest ¼ of the Southeast ¼ of Section 2, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 6.4158 Acres (279,474 sq. ft. m/l) of land m/l and being further described as follows:

Commencing at the West Quarter corner of said Section 2;
Thence South 89°57'54" East 2478.72 feet;
Thence South 89°40'21" East 152.11 feet;
Thence South 00°15'15" West 922.80 feet m/l to the most North and West corner of Haymeadow Avenue per the 1st Addition to Clearwater Creek Estates and being the Point of Beginning;
Thence North 00°15'15" East 732.17 feet;
Thence Southwesterly 348.10 feet along the arc of a curve to the left having a radius of 360.00 feet and the chord of which bears South 62°33'10" West 334.69 feet;
Thence South 34°51'07" West 411.38 feet;
Thence South 55°08'53" East 462.65 feet;
Thence South 89°44'45" East 149.08 feet;
Thence South 00°15'15" West 20.00 feet;
Thence North 89°44'45" West 155.31 feet;
Thence North 55°08'53" West 468.88 feet;
Thence South 34°51'07" West 2.73 feet;
Thence Southwesterly 427.41 feet along the arc of a curve to the right having a radius of 440.00 feet and the chord of which bears South 62°40'48" West 410.80 feet;
Thence North 89°29'31" West 650.55 feet;
Thence North 01°23'56" East 80.01 feet;
Thence South 89°29'31" East 248.26 feet;
Thence North 00°30'29" East 134.31 feet;
Thence South 89°33'07" East 500.12 feet;
Thence South 23°16'01" East 114.00 feet;
Thence Northeasterly 200.42 feet along the arc of a curve to the left having a radius of 360.00 feet and the chord of which bears North 50°48'04" East 197.845 feet;
Thence North 34°51'07" East 434.11 feet;
Thence Northeasterly 425.45 feet along the arc of a curve to the right having a radius of 440.00 feet and the chord of which bears North 62°33'10" East 409.07 feet;
Thence South 89°44'45" East 60.00 feet;
Thence South 00°15'15" West 811.62 feet;
Thence South 89°43'49" West 60.00 feet to the Point of Beginning.
Said lands subject to all easements and restrictions of record.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the City of Appleton subdivision ordinance in surveying, combining or dividing and mapping the same. That this map is a correct representation of all exterior boundaries of the land surveyed and the combination or division thereof.

Dated this _____ day of _____, 2016.

Wisconsin Registered Land Surveyor: Thomas M. Kromm

This Certified Survey Map is a part of tax parcels 31-6-6000-00 and 31-6-6201-00.
This Certified Survey Map is contained within the property described in the following recorded instruments:
W.D. Doc. No. 2076809 and W.D. Doc. No. 2076810.

CERTIFIED SURVEY MAP NO. _____

CORPORATE OWNER’S CERTIFICATE: SHEET 3 OF 3

City of Appleton, a municipal corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, hereby certify that we caused the land above to be surveyed, combined, dedicated and or mapped all as shown and represented on this map.

Mayor Date City Clerk Date

STATE OF WISCONSIN)
) SS
OUTAGAMIE COUNTY)

Personally came before me on this ____ day of _____, 2016, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary

My commission expires _____

TREASURER’S CERTIFICATE:

I, being the duly elected, qualified and acting treasurer, do hereby certify that there are no unpaid taxes or unpaid special assessments on of the lands included in this Certified Survey Map as of:

City Treasurer Date County Treasurer Date

CITY OF APPLETON APPROVAL:

Approved by the City of Appleton on this ____ day of _____.

Mayor City Clerk



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Meeting Date: September 12, 2016

Common Council Meeting Date: September 21, 2016

Item: Dedication of Public Right-of-Way for Meade Street and Spartan Drive

Case Manager: David Kress

GENERAL INFORMATION

Owner: Clearwater Creek Development, LLC

Applicant: Primrose Retirement Communities, c/o Corey Sauerwein

Location: Generally located west of North Meade Street and south of East Broadway Drive (part of Tax Id #31-6-6100-50)

Petitioner's Request: The applicant is requesting a dedication of land for public right-of-way for Meade Street and Spartan Drive.

BACKGROUND

Common Council approved an amendment to the Official Map, which included Spartan Drive, on February 20, 2008. Placement of streets on the Official Map reserves those locations for street purposes and acts as an advisory to be taken into consideration when development occurs.

Comprehensive Plan Future Land Use Map Amendment #2-16, Rezoning #4-16, and Special Use Permit #3-16, all for parcel #31-6-6100-50, were approved by Common Council on June 15, 2016. Each of these items related to the applicant's proposed senior living project.

The owner/applicant has submitted a Certified Survey Map (CSM) to create a lot and dedicate the subject area for public roadway purposes. The CSM, currently under review, is subject to the acceptance of the public right-of-way dedication by Plan Commission and Common Council.

STAFF ANALYSIS

Public Right-of-Way Dedication: Approximately 1.261 acres (54,934 square feet) of land is included in the proposed right-of-way dedication. This includes a western portion of existing Meade Street (40 feet wide) and a southern portion of future Spartan Drive (40 feet wide), as well as a vision corner for the future intersection. The remaining portion of each street will be dedicated as future land division and development occurs.

Street Classification: Meade Street will be dedicated as an arterial street, and Spartan Drive will be dedicated as a collector street.

Official Street Map: The proposed right-of-way dedication is consistent with the City of Appleton Official Street Map.

Street Dedication – Meade Street and Spartan Drive
September 12, 2016
Page 2

Surrounding Zoning Classification and Land Uses:

North: Town of Grand Chute. The adjacent land uses to the north are currently a mix of single-family residential and agricultural uses.

South: Town of Grand Chute. The adjacent land uses to the south are currently single-family residential.

East: Town of Grand Chute. The adjacent land use to the east is currently a public park (Plamann Park).

West: R-3 Multi-Family District. The adjacent land uses to the west are currently a mix of single-family residential and agricultural uses.

Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* identifies future Spartan Drive as an officially mapped road. It identifies this area for future multi-family residential and one and two-family residential uses. The proposed public right-of-way dedication is consistent with the following goal of the *Comprehensive Plan 2010-2030*.

Goal 4 – Transportation

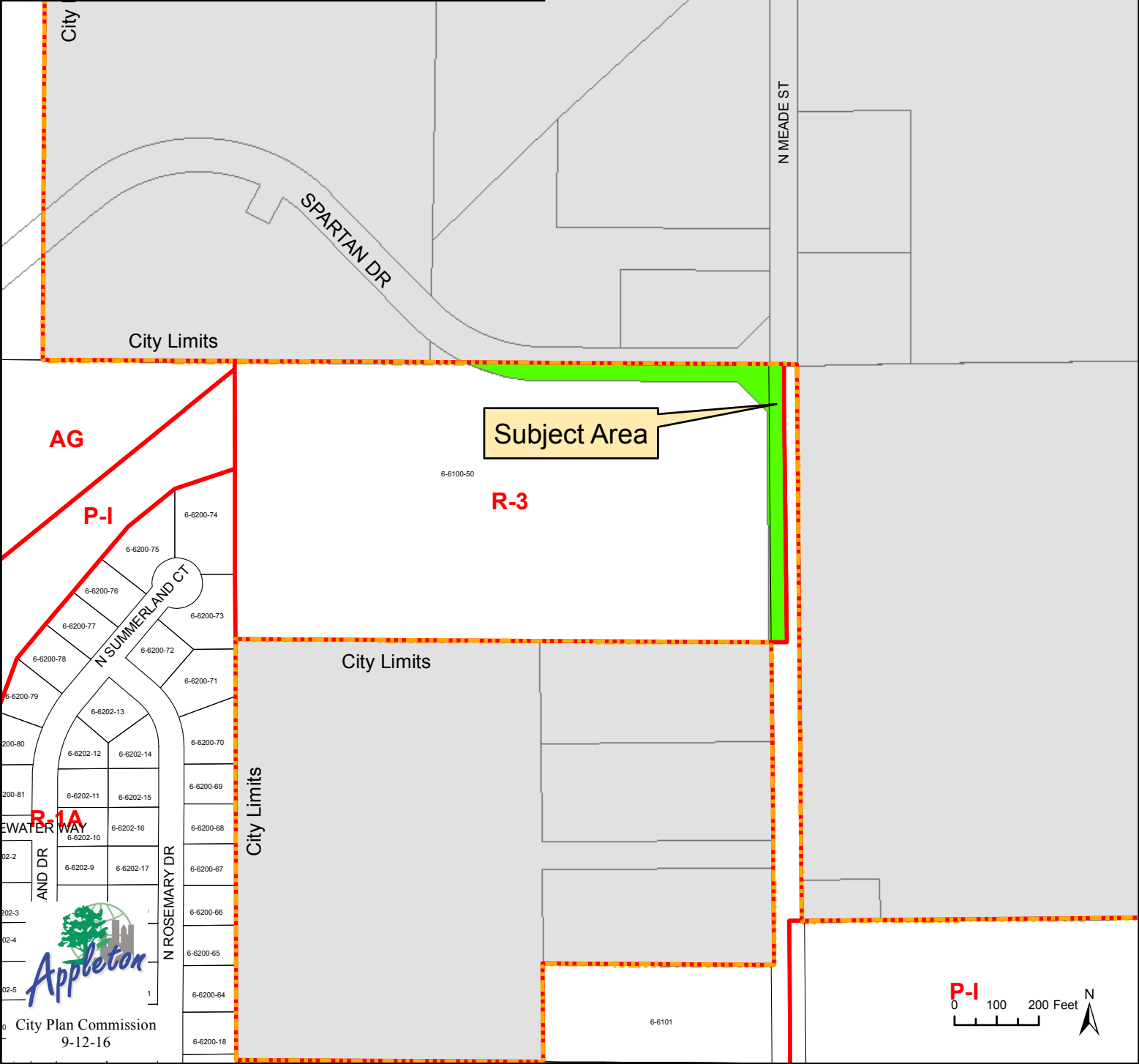
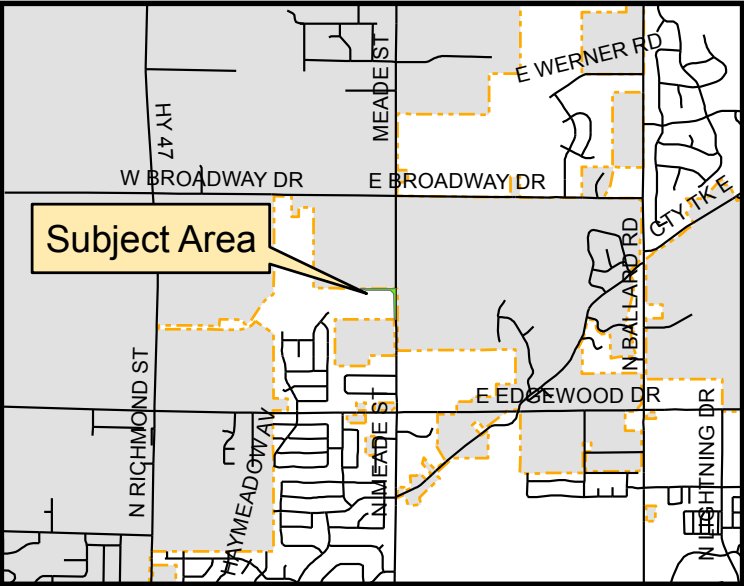
Appleton will support a comprehensive transportation network that provides viable options for pedestrian, bicycle, highway, rail, and air transportation, both locally and within the region.

Technical Review Group (TRG) Report: This item was discussed at the August 23, 2016 Technical Review Group meeting. No negative comments were received from participating departments.

RECOMMENDATION

Staff recommends the dedication of land for public right-of-way for Meade Street and Spartan Drive, as shown on the attached maps, **BE APPROVED**.

Spartan Drive and Meade Street
Street Dedication
Zoning/Vicinity Map





SPARTAN DR

N MEADE ST

Area to be dedicated

6-6100-50



City Plan Commission
9-12-16

PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4
OF SECTION 2, TOWNSHIP 21 NORTH, RANGE 17 EAST,
CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.

NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH	TANGENT IN	TANGENT OUT
C1	24°37'14"	S77°21'44"E	440.00'	189.07'	187.62'	S65°03'07" E	S 89°40'21"E



L-16-4428
SHEET 1 OF 3

CERTIFIED SURVEY MAP NO. _____

SURVEYOR’S CERTIFICATE:

I, MICHAEL J. FRANK, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, DIVIDED, MAPPED, UNDER THE DIRECTION OF THE OWNERS OF SAID LAND, PART
OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 2, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY
OF APPLETON, OUTAGAMIE COUTY, WISCONSIN AND BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST 1/4 OF SAID SECTION 2; THENCE SOUTH 00 DEGREES 29 MINUTES 48 SECONDS
EAST (RECORDED AS SOUTH 02 DEGREES 15 MINUTES 18 SECONDS WEST), ALONG THE EAST LINE OF THE
SOUTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 660.00 FEET; THENCE NORTH 89 DEGREES 40 MINUTES
29 SECONDS WEST (RECORDED AS NORTH 86 DEGREES 55 MINUTES 18 SECONDS WEST), ALONG THE
SOUTH LINE OF LANDS DESRIBED IN DOCUMENT NUMBER 2003253, A DISTANCE OF 1,305.24 FEET
(RECORDED AS 1,305.22 FEET); THENCE NORTH 00 DEGREES 07 MINUTES 13 SECONDS WEST (RECORDED AS
NORTH 02 DEGREES 38 MINUTES 00 SECONDS EAST), ALONG THE WEST LINE OF THE EAST 1/2 OF SAID
SOUTHEAST 1/4; THENCE SOUTH 89 DEGREES 40 MINUTES 21 SECONDS EAST (RECORDED AS SOUTH 86
DEGREES 55 MINUTES 10 SECONDS EAST), ALONG THE NORTH LINE OF SAID SOUTHEAST 1/ 4, A DISTANCE
OF 1,300.90 FEET (RECORDED AS 1,300.87 FEET TO THE POINT OF BEGINNING, CONTAINING 859,968 SQUARE
FEET (19.742 ACRES) OF LAND, MORE OR LESS AND SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF
RECORD.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND
SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUES
AND THE SUBDIVISION REGULATIONS OF CITY OF APPLETON IN SURVEYING, DIVIDING, AND MAPPING THE
SAME.

DATED THIS _____ DAY OF _____, 2016

MICHAEL J. FRANK
WISCONSIN PROFOSSIONAL LAND SURVEYOR S-2123

CITY OF APPLETON APPROVAL:

APPROVED BY THE CITY OF APPLETON, ON THIS _____ DAY OF _____, 2016

MAYOR

DATE

CITY CLERK

DATE

TREASURER’S CERTIFICATE:

WE HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR SPECIAL ASSESSMENTS ON ANY OF THE
LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

COUNTY TREASURER

DATE

CITY TREASURER

DATE

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE
FOLLOWING RECORDED INSTRUMENT: DOCUMENT NO. _____

THIS CERTIFIED SURVEY MAP IS ALL OF TAX PARCEL NUMBER 31-6-6100-50, THE PROPERTY OWNER OF
RECORD IS APPLETON RETIREMENT LLC.

ACCESS RESTRICTION:

AS OWNER I HEREBY RESTRICT LOT 1 IN THAT NO OWNER, POSSESSOR, USER, LICENSEE, NOR OTHER
PERSON SHALL HAVE ANY RIGHT OF DIRECT VEHICULAR INGRESS OR EGRESS WITH MEADE STREET;
IT IS EXPRESSLY INTENDED THAT THIS RESTRICTION CONSTITUTES A RESTRICTION FOR THE BENEFIT
OF THE PUBLIC AS PROVIDED IN SECTION 236.293, WISCONSIN STATUES AND SHALL BE
ENFORCEABLE BY THE CITY OF APPLETON OR ITS ASSIGNS. THERE SHALL BE 1 (ONE) TEMPORARY
EXCEPTION TO THE AFORE DESRIBED RESTRICTION AND THAT ONE EXCEPTION SHALL BE FOR A
SINGLE EMERGENCY RESPONSE/ CONSTRUCTION VEHICULAR ACCESS POINT TO LOT 1 FROM MEADE
STREET. THIS TEMPORARY EXCEPTION SHALL EXPIRE AT WHICH TIME THE PORTION OF SPARTAN
DRIVE ABUTTING THE NORTH FRONTAGE OF LOT 1 IS FULLY CONSTRUCTED AND OPEN TO THE PUBLIC.

SIGNED _____
APPLETON RETIREMENT LLC

CERTIFIED SURVEY MAP NO. _____

CORPORATE OWNER'S CERTIFICATE:

APPLETON RETIREMENT LLC, A LIMITED LIABILITY COMPANY DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER DOES HEREBY CERTIFY THAT SAID LIMITED LIABILITY COMPANY CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP.

IN WITNESS WHERE OF, APPLETON RETIREMENT LLC HAS CAUSED THESE PRESENTS TO BE SIGNED BY _____ AT _____,

WISCONSIN, ON THIS _____ DAY OF _____, 2016.

STATE OF WISCONSIN)

SS.
COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2016,
_____, OF APPLETON RETIREMENT LLC, TO ME KNOWN TO BE THE PERSON WHO EXECUTED
THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH _____, OF THE ABOVE NAMED
LIMITED LIABILITY COMPANY AND ACKNOWLEDGE THAT HE EXECUTED THE FOREGOING INSTRUMENT AS
SUCH OFFICER AS THE DEED OF SAID LIMITED LIABILITY COMPANY, BY ITS AUTHORITY.

NOTARY PUBLIC, _____, WISCONSIN

MY COMMISSION EXPIRES _____

CONSENT OF CORPORATE MORTGAGEE:

_____, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, MAPPING AND DEDICATION OF THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF APPLETON RETIREMENT LLC. OWNER.

IN WITNESS WHEREOF, THE SAID _____, HAS CUASED THESE PRESENTS TO

BE SIGNED BY _____, ITS _____, AND

COUNTERSIGNED BY _____, ITS _____ AT,

_____, WISCONSIN, THIS _____ DAY OF _____, 2016

STATE OF WISCONSIN)

SS.
COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2016

_____, _____, AND _____,

_____ OF THE ABOVE NAMED CORPORATION, TO ME KNOWN TO BE
THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH
_____ AND _____ OF SAID CORPORATION, AND
ACKNOWLEDGE THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS SUCH OFFICERS AS THE DEED OF
SAID CORPORATION, BY ITS AUTHORITY.

NOTARY PUBLIC, _____, WISCONSIN

MY COMMISSION EXPIRES _____



REPORT TO CITY PLAN COMMISSION

Plan Commission Meeting Date: September 12, 2016 ***Critical Timing***

Common Council Meeting Date: September 21, 2016

Item: Annual Review of the Business Improvement District (BID) 2017 Operating Plan

Case Manager: David Kress

GENERAL INFORMATION

On behalf of Jennifer Stephany, Executive Director of Appleton Downtown Inc., please find the attached 2017 Business Improvement District (BID) Operating Plan for your review and recommendation.

Staff has reviewed the Operating Plan, and it would appear that there are no BID boundary changes proposed.

Business Improvement Districts (BID) are regulated by Section 66.1109 of the Wisconsin State Statutes. These Statutes require that a BID Operating Plan be reviewed and approved by the local legislative body on an annual basis. The Plan Commission is being asked to review and make recommendation to the Common Council in regard to the submitted 2017 Operating Plan.



Business Improvement District 2017 Operating Plan



Downtown Appleton Business Improvement District Operating Plan 2017

I. Preface

Wisconsin Act 184, signed into law in 1984, gives Wisconsin municipalities the power to establish business improvement districts (BIDs) within their communities upon petition of at least one property owner within the proposed district. The State Legislature created 66.1109 of the Wisconsin Statutes (the “BID Law”) to provide a mechanism by which business properties within an established district could voluntarily assess themselves to pay for programs aimed at promoting, developing, redeveloping, managing and maintaining the district. In many instances, BIDs are established in downtowns so property owners can jointly attract tenants and increase the value of their properties.

Business improvement district assessments are quite similar to traditional special assessments wherein property owners are assessed for improvements or services that benefit them. Unlike traditional special assessments, however, business improvement district assessments can be used to finance a wide range of activities, services, and improvements. Business improvement districts in Wisconsin have been used to fund a broad scope of activity including business retention and recruitment programs, marketing and promotional activities, environmental enhancement and maintenance programs, and crime prevention and security activities.

Pursuant to the BID Law, this shall be, when adopted, the 2017 Operating Plan for the Downtown Appleton Business Improvement District. This Operating Plan has been prepared by Appleton Downtown Incorporated (ADI).

As used herein, BID shall refer to the business improvement district’s operating and governance mechanism, and “District” shall refer to the property located within the physical boundaries of the business improvement district, as provided herein.

Further development of the District through establishment of the BID is proposed because:

1. The BID law provides a mechanism whereby private property owners can work together in conjunction with the City to develop the district.
2. Existing public funding sources used to maintain and promote the district may not be sufficient. Unified development efforts will have to be financed with new private resources as well as existing public dollars.
3. The District is dynamic, including properties of varying types and sizes. Some form of cost sharing is necessary because it is not feasible for a small group alone or the City of Appleton to support District development efforts. The BID Plan provides a fair and equitable mechanism for cost sharing which will benefit all businesses and properties within the district.
4. Use of the BID mechanism helps to ensure that the entire District will be promoted, programmed and developed as expeditiously as possible.

The property owners advocating the continuation of the BID view it as a method to build on work previously done in the community to improve the downtown. These property owners and the board of directors of Appleton Downtown Inc. have pledged to work cooperatively with other organizations and the City of Appleton to enhance the vibrancy and overall health of downtown Appleton.

This Plan, when adopted by the City Council of the City of Appleton, after public hearing and recommendation of the Plan Commission in the manner required by the BID Law, shall govern the BID for the calendar year of 2017 which shall be the Fifteenth “Plan Year”. However, it is anticipated that the BID shall continue to be so successful that it will be renewed, upon essentially the same terms and conditions for subsequent years, each of which shall be the “Plan Year”. In the manner allowed under Section 66.1109 (3)(b) of the BID Law, although with changes to the budget, work plans and assessment Appendices.

II. Plan Development

This shall be the Business Improvement District Operating Plan for the Downtown Appleton Business Improvement District, for the year 2017.

A. Plan of Action

The Plan of Action was developed by the BID and ADI Board of Directors and Standing Committees with approval from the BID and ADI Board of Directors. Those participating in this process were ever conscious of the need to represent the full membership of the BID and of ADI. The following Primary objectives, goals, initiatives and key performance indicators are identified in the Plan of Action (**Appendix A**)

B. Goals and Objectives

The BID seeks to protect public and private investments in downtown Appleton and to attract new investment to the district. The BID exists to promote the orderly development of the district in cooperation with the City of Appleton, including implementation of the Downtown Plan (Chapter 14 of the Comprehensive Plan) and to develop, redevelop, maintain, operate, and promote the District. The BID shall work to preserve and improve economic, cultural, and social conditions within the District by facilitating partnerships of people and organizations to achieve mutual goals. The BID provides the necessary funding to plan, evaluate, facilitate and implement District development projects, planning activities, and promotional activities that fit within the identified mixed-use strategy for developing viable and sustainable markets that the District in downtown Appleton can serve.

C. Benefits

Money collected by the BID under this plan will be spent within the District or for the benefit of the District, and used to help property owners attract and retain tenants, keep downtown clean, safe and attractive, increase the value of property downtown and expand on a strong brand and marketing campaign for downtown. **Appendix A** outlines the goals, objectives and initiatives for the plan year.

D. 2015 Annual Report

The 2015 annual report is attached. The total assessed value of properties for the District for 2015 was \$120,855,100 and experienced a 1% reduction over the previous year. The vacancy rate of 21% was calculated based on a total of 426 units within the district and increased by one percent over the previous year.

Also included as **Appendix B** is the Downtown Vitality Index that tracks the key performance indicators for yearend 2013, 2014 and 2015.

E. 2017 Budget

All of the estimated expenditures of the BID are shown on **Appendix C**, the Budget. All of the expected expenditures will be financed by the collection of BID assessments and with other revenues generated by Appleton Downtown Incorporated including but not limited to sponsorships and donations, ADI memberships, and by revenues of events and promotional activities. Ownership of all activities, programs, promotions, and events, along with any related revenues shall remain with ADI but shall be applied to programs and services that further goals of the BID.

It is anticipated that the BID will contract with ADI to carry out the BID's Operational Plan, and that the BID will have no paid staff of its own. Funds collected through BID assessments shall be used to pay for this contract with ADI, and are expected to pay for about 30 percent of the costs projected by Appleton Downtown Inc. (ADI) to implement a full downtown management program. Additional funds will be raised by ADI from public and private sources to cover the remaining 70 percent, and any other projects not identified herein.

Except as identified herein, all expenditures will be incurred during the Plan Year. Any funds remaining on any line item above may be moved to another budget line item, as determined by the Board of the BID. Any unused funds remaining at the end of the year shall be deposited into a contingency fund for the following Plan Year. If any additional funds are received by the BID, whether from gifts, grants, government programs, or other sources, they shall be expended for the purposes identified herein, and in the manner required by the source of such funds, or, if the funds have no restrictions, in the manner determined by the Board of the BID, in keeping with the objectives of this BID Plan. All physical improvements made with these funds shall be made in the BID District. The location of other expenditures shall be determined by the BID Board, but for the benefit of the District.

F. Powers

The BID, and the Board managing the BID shall have all the powers authorized by law, and by this Plan, and shall have all powers necessary or convenient, to implement the Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District.
2. To promote new investment and appreciation in value of existing investments in the District.
3. To contract with Appleton Downtown Incorporated on behalf of the BID to implement the Operational Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To acquire, improve, lease and sell properties within the District, and otherwise deal in real estate.
6. To undertake on its own account, public improvements and/or to assist in development, underwriting or guaranteeing public improvements within the District.
7. To apply for, accept, and use grants and gifts for these purposes.
8. To elect officers, and contract out work as necessary to carry out these goals.
9. To add to the security of the district.

10. To elect Officers to carry out the day to day work authorized by the BID Board, including signing checks and contracts on behalf of the Board, and to adopt, if the Board wishes, By-Laws governing the conduct of the Board and its Officers, not inconsistent with this Operating Plan.
11. To adopt by-laws related to the day to day operation of the Board and Board meetings.

G. Relationship to Plans for the Orderly Development of the City

Creation of a business improvement district to facilitate District development is consistent with the City of Appleton's Downtown Plan and will promote the orderly development of the City in general and downtown in particular.

H. Public Review Process

The BID Law establishes a specific process for reviewing and approving the proposed Operating Plan, and the boundaries of the proposed District. All statutory requirements to create the BID were followed.

III. District Boundaries - -- no change has been made to this section from the previous year.

The District is defined as those tax key parcels, which are outlined in pink and indicated by property in blue on **Appendix G**, attached hereto and incorporated herein by this reference, reflecting the parcels as they existed in the City of Appleton Assessor's records as of September 1, 2001. The District is generally bounded on the south by the south right of way line of Lawrence Street, on the north by the north right of way line of Franklin Street, on the east by the right of way line of Drew Street and on the west by the west right of way line of Richmond Street/Memorial Drive, with additional corridors extending north on Richmond Street to Packard Street and west along college Avenue to Badger Avenue. Properties zoned for commercial use by the City of Appleton Assessor on both sides of boundary streets are included in the District. The District includes 202 contributing parcels. Notwithstanding the parcels of property which are not subject to general real estate taxes, shall be excluded from the District by definition, even though they lie within the boundaries of the BID as in the map in **Appendix G**.

IV. Organization – no change has been made to this section from the previous year.

A. Operating Board

The BID Board ("Board") as defined below, shall be appointed by the Mayor of the City of Appleton, with substantial input from ADI and the property owners in the District. Appointments by the Mayor must be confirmed by the City Council and voted in by the BID Board. The appointments and confirmation shall be made before the commencement of the Plan Year for which the Operating Plan was adopted.

This Board's primary responsibility shall be to implement the current year's Operating Plan, to contract for the carrying out of the Operating Plan, contracting for preparation of an annual report and audit on the District, annually considering and making changes to the Operating Plan including suggestions made by Appleton Downtown Incorporated and submitting the Operating Plan for the following Plan Year to the Common Council of

the City of Appleton for approval, and other powers granted in this Plan. This requires the Board to negotiate with providers of service and materials to carry out the Plan; to enter into various contracts; to monitor development activity; and to ensure District compliance with provisions of applicable statutes and regulations.

The BID Board shall be structured as follows:

1. Board size maximum of 9
 2. Composition – A majority (at least 5) members shall be owners or occupants of the property within the District. Any non-owner, non-occupant appointee to the Board shall be a resident of the City of Appleton. At least 2 members shall be representative of each of the 3 identified market sectors, service/retail, hospitality, and office. One member shall be a representative of the Mayor or City Council. Any Board member who because of transfer of ownership of property is no longer eligible to act as a representative for a particular sector, or where such transfer of property shall cause the make-up of the Board to fall out of compliance with this Operational Plan shall be replaced. The Board shall make a recommendation for replacement to the Mayor who shall appoint a new Board member within 30 days of the recommendation.
 3. Term – Appointments to the Board shall be for a period of 3 years-for staggered terms, each ending on December 31 of the applicable year. The Board may remove by majority vote, any BID Board member who is absent for more than 3 meetings, without a valid excuse, and may recommend to the Mayor replacement members, which the Mayor shall act upon within 30 days of the recommendation.
 4. Compensation – None.
 5. Meetings – all Meetings of the Board shall be governed by Wisconsin Open Meetings Law. Minutes will be recorded and submitted to the City and the Board. The Board shall adopt rules of order to govern the conduct of its meetings and meet regularly, at least annually.
 6. Record keeping – Files and records of the Board’s affairs shall be kept pursuant to public records requirements.
 7. Staffing – The Board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof. Unless requested otherwise by the Board, and any staff members or employees of contractors may attend all meetings of the Board, but will not have voting authority.
 8. Officers – The Board shall appoint a Chairman, Treasurer and Secretary, any two of the three of which shall have the authority to execute documents on behalf of the full Board, for the purposes authorized by the full Board, including the writing of checks. Attached Board list
- Appendix D**
9. For purposes of this section “person” means an individual owner of a parcel, or a representative of an entity owner of such parcel. No one individual, and no more than one representative of any entity, may hold more than one Board position. If, during the course of a term, a Board member’s situation changes, so that they no longer fit the definition for that seat, such as by selling their parcel, they shall resign within 10 days of selling their parcel.

B. Amendments

This Operating Plan, when adopted, shall be the governing plan for the Plan Year. However, section 66.1109 (3) (b) of the BID Law requires the Board of the city to annually review and make changes as appropriate to the district Plan, when adopting a new Operating Plan for later Plan Years. Approval by the City’s Common Council of such Plan updates shall be conclusive evidence of compliance of such Plan with the BID Law.

The BID Law allows the BID to annually present amendments to its Plan. The following process for approval of the amended Plan will be followed.

1. A joint strategy session of the BID Board and the ADI Board of Directors will develop the objectives of the Operational Plan for the next Plan Year.
2. The proposed Goals and Objectives for the Plan Year will be drafted by Appleton downtown Incorporated Staff and submitted to the BID Board for review and input.
3. ADI Staff and Board will edit the plan and submit it to the BID Board for approval based on comments by the BID Board.
4. The BID Board will review the proposed BID Plan and submit to Planning Commission for approval.
5. The Common Council will act on the proposed BID Operational Plan for the following Plan Year.
6. The Mayor of Appleton will appoint new members to the BID Board at least 30 days prior to the expiration of outgoing Board members' terms.

It is anticipated that the BID will continue to revise and develop the master Operating Plan for later Plan Years, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein and therein.

Included in these changes for later Plan years will be changes in the BID budget and assessments.

V. Finance Method - no change has been made to this section from the previous year.

The proposed expenditures contained in Section II (D) above, will be financed with moneys collected from the BID assessment, and will be made, from time to time, throughout the year, in accordance with the BID Budget, attached hereto as Appendix C.

Moneys collected from BID assessments by the City will be used to pay Appleton Downtown Incorporated in accordance with the implementation contract between the BID and ADI

VI. Method of Assessment - no change has been made to this section from the previous year.

A. Parcels Assessed – Appendix E

All tax parcels within the District required to pay real estate taxes, including those taxed by the State as manufacturing, will be assessed with the exception of those parcels used solely for parking and those parcels subject to a recorded condominium declaration, and zoned for commercial use as shown on the City of Appleton Assessors records. Commercial Condominiums shall be assessed as if the entire building in which the Commercial Condominiums are located were not subject to the Condominium act and instead were assessed as one building, and the assessment for that entire building shall be levied against each Commercial Condominium unit in such proportion as the condominium assessments of that condominium are prorated, as defined in the Declaration of Condominium for that building. Real property used exclusively for residential purposes may not be assessed, as required by the BID Law. Property exempt from paying real estate taxes or owned by government agencies will not be assessed.

The Business Improvement District reassessment was completed by the City of Appleton Assessor's Office. The current property assessment list was generated by the Assessor's office and reviewed by the Finance Department and BID Board. As is stated below, the assessment rate of \$2.50 for each \$1000 of assessed value remains for the thirteenth year with no increase recommended. The minimum and maximum also remain with no increase recommended.

B. Levy of Assessments

Special assessments under this Operating Plan are hereby levied, by the adoption of this Operating Plan by the City Council against each tax parcel of property within the District which has a separate tax key number, in the amount shown on the assessment schedule which is attached hereto as **Appendix E**.

The 2017 assessment shown in Appendix E was calculated as \$2.50 for each \$1000 of assessed value for each parcel in the District with no parcel assessed more than \$5,000 and no parcel assessed less than \$250, with parcels used solely for parking excluded, with parcels solely used for residences excluded, and with the adjustments for the Commercial Condominiums and adjustments for relocation of the caps and minimums. The assessment was based on the assessed value of that parcel (land and improvements) as shown in the records of the City Assessor's Office except as otherwise identified below. It is understood that some properties within the BID may be re-assessed. The changes in the tax assessment may impact the BID assessment for these properties.

The principal behind the assessment methodology is that each non-exempt parcel's owner should pay for District development in proportion to the benefit derived. Obviously, not every parcel in the District will benefit equally, nor should each parcel, regardless of size or value contribute in exact ratio of property value. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus, minimum and maximum BID assessments have been established.

For those parcels identified as Commercial Condominiums, the minimum and maximum assessments shall be established for the entire building of which the Commercial Condominium is a part, in the ratios identified above.

C. Schedule of Assessments

The final form of this 2017 Operating Plan has attached as **Appendix E** are schedules of all the tax key numbers within the BID which are being assessed, and their assessment using this formula.

The 2017 BID assessment total is anticipated to be \$196,387.50
Assessment adjustments compared to previous year:

Added						
31-2-0017-00	Lou's Brews Café and Lounge	LOUBERTS PROPERTIES LLC	233 E COLLEGE AVE		\$ 875.00	
Removed						
31-3-1005-00	EVERGREEN STORAGE LLC	EVERGREEN STORAGE LLC	513 W COLLEGE AVE		\$528.25	
31-3-1006-00	EVERGREEN STORAGE LLC	EVERGREEN STORAGE LLC	516 W LAWRENCE ST		\$250.00	
Increase						
31-2-0235-00	NAKASHIMA	HIROYUKI NAKASHIMA	342 W COLLEGE AVE		\$ 1,770.25	57%
31-2-0236-00	NAKASHIMA	HIROYUKI NAKASHIMA	338 W COLLEGE AVE		\$ 2,554.75	87%
31-2-0313-00	SOMA CORPORATION	SOMA CORPORATION	204 E COLLEGE AVE		\$ 847.50	6%
31-5-1100-00	KWIK TRIP INC	KWIK TRIP INC	306 N RICHMOND ST		\$ 4,869.75	49%
31-5-1101-00	400 NORTH LLC	400 NORTH LLC	400 N RICHMOND ST		\$ 1,407.00	55%
31-5-1918-00	500 W FRANKLIN STREET	500 W FRANKLIN STREET LLC	500 W FRANKLIN ST		\$ 562.50	49%
Decrease						
31-2-0243-00	BATRA HOSPITALITY	BATRA HOSPITALITY GROUP INC	318 W COLLEGE AVE		\$ 1,675.50	-62%

D. Assessment Collection and Dispersal

The City of Appleton shall include the special assessment levied herein as a separate line item on the real estate bill for each parcel. The City shall collect such assessments with the taxes as a special assessment, and in the same manner as such taxes, and shall turn over all moneys so collected to the BID Board for distribution in accordance with the BID Plan.

All BID assessments shall be shown on the tax bill as due and owing with the first installment of taxes and shall carry the same penalties and interest if not so paid.

Any money collected by the City of Appleton for BID assessments shall be held by the City in a segregated account.

The City of Appleton Finance Department shall provide to the BID Board by the 15th day of each month or as requested a separate financial statement for the BID along with a list of collections and source of such collections identified by tax parcel number for which the amount was collected.

Any BID assessments collected by the City before or after the Plan Year for which the assessments were made shall be held by the city in a segregated account and are to be used by the BID Board in the manner as if received during the applicable Plan Year. This provision is intended to govern BID assessments prepaid in December prior to the applicable Plan Year, as well as to delinquent and late payments made after the Plan Year.

The BID Board shall prepare and make available to the public and the City Council annual reports describing the current status of the BID, including expenditures and revenues, at the time it submits its amended Plan to the City for the following year. Following the end of the fiscal year an independent certified audit shall be obtained by the Board, and which shall be paid for out of the BID Budget. Copies of the 2014 audit are available in the ADI office and a copy was submitted to the Community Development Department with this plan.

Disbursement of BID funds shall be made in accordance with approved BID Operational Plan and Budget. Disbursements for contracted services such as those provided by Appleton Downtown Incorporated shall be done on a reimbursement basis. Invoices and documentation of services performed shall be submitted on a monthly basis to the BID Board. The BID Board shall forward these invoices for payment to the City of Appleton Finance Department. The Finance Department shall issue payment on the invoice once it has received evidence that the expenditures are eligible for reimbursement in accordance with the BID Operational Plan and Budget. This reimbursement shall be made to the service provider within seven business days of the submittal of the request to the City.

The presentation of the proposed Plan to the City shall deem a standing order of the Board under 66.1109 (4) Wis. Stats. To disburse the BID assessments in the manner provided herein. This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method, or accounting method. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

E. Annual Report

The Board shall prepare an annual report as required by section 66.1109 (3) (c) of the Wisconsin Statutes. A copy of the 2015 report is attached.

The report shall include the required audit. The required audit shall be prepared by the auditing firm conducting the annual audit for the City of Appleton. The BID shall be solely responsible for payment of any funds specified for the BID Audit related to BID activities for said BID Audit. **2015 BID Audit attached.**

The City of Appleton Finance Department shall provide an estimate of the cost of said BID audit for the following year to the BID Board no later than September 1 of the previous year.

VII. City Role

The City of Appleton is committed to helping private property owners in the District promote development. To this end, the City intends to play a significant role in the implementation of the Downtown plan. In particular, the City will:

1. Encourage the County and State Governments to support activities of the district.
2. Monitor and when appropriate, apply for outside funds, which could be used in support of the district.
3. Collect assessments and maintain a segregated account.
4. Provide disbursement of BID funds to service providers in accordance with the BID Operational Plan and Budget.

5. Contract with an auditing firm to conduct the Audit. Said firm shall be the same firm that conducts the City of Appleton annual audit.
6. Provide a cost estimate for said audit no later than September 1 for the following year.
7. Provide a separate monthly financial statement to the BID Board.
8. Review annual audits as required per 66.1109 (3) (c) of the BID Law.
9. Provide the BID Board through the Assessor's Office on or before June 1 each Plan Year, with the official City records on assessed value for each tax key number within the District, as of that date in each Plan Year, for purposes of calculating the BID assessment.
10. Adopt this plan in the manner required by the BID Law.
11. Appoint and confirm new BID Board members as required herein.

VIII. Required Statements - no change has been made to this section from the previous year.

The Business Improvement District Law requires the Plan to include several specific statements.

66.1109 (1) (f) (1.m): The District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed that they will benefit from development in the District.

66.1109 (5) (a) Property known to be used exclusively for residential purposes may not be assessed, and such properties will be identified as BID exempt properties.

66.1109(1)(f)(5): Michael, Best & Friedrich, LLP has previously opined that the Operating Plan complies with the provisions of Wis Stat. sec. 66.1109(1)(f)(1-4). Michael, Best & Friedrich, LLP has confirmed that, because no substantive changes are proposed in this amendment, no additional opinion is required.

IX. Appleton Downtown Incorporated - no change has been made to this section from the previous year.

A. Appleton Downtown Incorporated

The BID shall be a separate entity from Appleton Downtown Incorporated (ADI). ADI shall remain a private not-for-profit organization, not subject to the open meeting law, and not subject to the public records law except for its records generated in connection with its contract with the BID Board, and may, and it is intended, shall contract with the BID to provide services to the BID in accordance with the Plan. Any contracting with ADI to provide services to BID shall be exempt from the requirements of sec. 62.15, Wis. Stats., because such contracts shall not be for the construction of improvements or provision of materials. If the BID does contract for the construction of improvements or provisions of material, it shall follow the requirements of such statutes to the extent applicable to assure open, competitive procurement of contracts and purchases. Further, the annual accounting required under 66.1109 (3) (c) Wis. Stats. Shall be deemed to fulfill the requirement of 62.15 (14) Wis. Stats. Ownership of assets of Appleton Downtown Incorporated shall remain solely with Appleton Downtown Incorporated.

A. Binding Clause

The adoption of this Operating Plan is subject to the BID Board contracting with Appleton Downtown Incorporated to carry out this Operational Plan, and if such contract is not entered into by the first day of the Plan Year, then the Plan shall be null and void.

X. Severability and Expansion - no change has been made to this section from the previous year.

The Business Improvement District has been created under authority of 66.1109 of the Statutes of the State of Wisconsin.

Should any court find any portion of the BID Law or this Plan invalid or unconstitutional, said decision will not invalidate or terminate the Business Improvement District and this Business Improvement District Operating Plan should be amended by the Common Council of the City of Appleton as and when it conducts its annual budget approval and without necessity to undertake any other act.

All of the above is specifically authorized under 66.1109 (3) (b) of the BID Law.

If it is determined by a court or administrative body that the parcel of property not be subject to general real estate taxes may not be included within the District, then said parcels shall be excluded from the definition of the district.

All appendices are hereby incorporated by this reference.

APPENDIX A

2017 Plan of Action

APPLETON DOWNTOWN INC., BUSINESS IMPROVEMENT DISTRICT and CREATIVE DOWNTOWN APPLETON INC.

2017 Plan of Action

Mission

Our mission to establish a vibrant and accessible destination for business, learning, living and leisure is anchored in our focus to create an environment of success and sustainability for the new exhibition center, a robust employment center and a more liveable Downtown. Our strategic initiatives build support for an exceptional visitor experience, a strong business climate and an attractive, accessible and inclusive downtown where more people want to live.

Vision Statement (proposed pending):

Downtown strives to be the premier urban neighborhood and talent center in the Fox Cities with world class arts and entertainment.

Guiding Principles (Downtown plan rewrite)

- Fully embrace and leverage the diverse arts, cultural, and educational assets of the community
- Support additional neighborhood serving businesses
- Provide more housing options downtown
- Increase connectivity between the downtown, the river, and the region
- Support trails and recreational development along the Fox River
- Foster a culture of walking and biking
- Stimulate investment north of College Ave.
- Promote quality development along the Fox River by embracing the region's industrial and natural heritage
- Support diverse partnerships which make downtown more attractive for residents and visitors through: activities and events; public art and place making; on-going maintenance; and promotion and marketing
- Promote a safe, welcoming downtown
- Embrace diversity while fostering inclusiveness and accessibility for all
- Supporting downtown as an employment center for the region.
- Continue to support events and entertainment which draw visitors to Downtown Appleton including the exhibition center

Key Accomplishments from The Past Year

Over the last 12 months our organization has experienced significant progress through several key initiatives and new projects including:

- The development of the CARE (Clean.Assess.Refresh.Enhance) Team established in partnership with Riverview Gardens and the City of Appleton. The CARE program is designed to provide employability skills to those experiencing homelessness or other barriers to employment while providing general cleaning service to the public areas of the Downtown district.

- Involvement in the Downtown Plan (Chapter 14) rewrite and community engagement resulting in guiding principles, unified vision statement, updated market study, cultural plan framework and strategic initiatives. The process has engaged over 1000 community members to discuss their hopes for the future and share ideas for growth. The plan will be finished in September and will be the basis for future ADI programs of work.
- Downtown engaged in important conversation hosted by the Plunge: Being Black in the Fox Cities whereby we identified and more fully unearthed the challenges and shortfalls we face as a community struggling with diversity and inclusion.
- ADI invested in expanding our capacity by hiring a Director of Community Partnerships to further our message of One Great Place and establish long lasting relationships with a variety of partners.
- Creative Downtown Appleton Inc. expanded the reach of public art with the addition of the Water Street Mural and the traffic control box project.

The State of Downtown Appleton

The state of Downtown Appleton is strong. Across the nation there is a trend toward urban living amidst vibrant cultural districts. People, especially those without children, are desiring convenient, car-optional neighborhoods where residents can walk to work, shop and access entertainment. Downtown Appleton has benefited from this trend and the ADI board is optimistic that we are still in the very early stages of that trend.

Downtown Appleton has become the central social district in the area. ADI sponsored programs such as the Saturday Farm Market and Thursday concerts continue to grow in popularity. Special events such as the Mile of Music and Oktoberfest are attended by tens of thousands of people. With funding approved for the Exhibition Center, Downtown Appleton is poised to see even greater growth in visitors.

The employer base in Downtown Appleton is thriving and demand for office space has increased of late. Opportunities exist to further engage workers to take advantage of what Downtown Appleton has to offer.

Downtown Appleton enjoys many assets, and the opportunity to better leverage these assets is exciting: a riverfront district that is growing in popularity; a highly regarded university that brings world-class entertainment to Downtown Appleton; and historic buildings that are the core of good urban design.

Statistics indicate that Appleton is one of the safest cities in the country. However, as more people come downtown there are more security incidents and a concern about the safety of downtown.

More crowds also make it challenging to keeping our downtown clean. Today, downtown cleanliness is of utmost importance. Our recent launch of the CARE program is expected to improve downtown cleanliness, but we need to do more and ensure that we have a long term solution in place for continued financial support and growth.

In the last 25 years Downtown Appleton has become more diverse racially and ethnically. It is increasingly obvious that we need to be proactive about inclusivity. This is a challenge that ADI is recently recognizing. ADI has much to learn and our goal for this year is to better understand how we can make positive improvements. We look forward to our participation in the formation of a business diversity council under the arm of the Fox Cities Chamber of Commerce. Our goal is a downtown where ALL people feel safe and welcome.

Our work to create One Great Place is also about talent attraction. As the premier arts and entertainment district of the Fox Cities, downtown is a quality of life benefit highlighted by employers throughout the region to attract and retain a talented workforce. Employees are more often making decision on job selection based on community and quality of life. By adopting a creative placemaking approach to activating public spaces, recruiting a healthy business mix and integrating public art, we position downtown for employment growth and increased residential capacity.

Trends Impacting Future Downtown Development

Placemaking

In creative placemaking, partners from public, private, non-profit, and community sectors strategically shape the physical and social character of a neighborhood, town, city, or region around arts and cultural activities. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired. In turn, these creative locales foster entrepreneurs and cultural industries that generate jobs and income, spin off new products and services, and attract and retain unrelated businesses and skilled workers. Together, creative placemaking's livability and economic development outcomes have the potential to radically change the future of American towns and cities. (Source: *Creative Placemaking*, National Endowment for the Arts)

New Urbanism and Urban Living

New Urbanism promotes the creation and restoration of diverse, walkable, compact, vibrant, mixed-use communities composed of the same elements as conventional development, but assembled in a more integrated fashion, in the form of complete communities. These contain housing, work places, shops, entertainment, schools, parks, and civic facilities essential to the daily lives of the residents, all within easy walking distance of each other. New Urbanism promotes the increased use of multi-modal transportation options. Urban living is rapidly becoming the preferred way to live for people of all ages.

An annual outlook on real estate trends by the non-profit Urban Land Institute said urban living has ceased to be an emerging trend and is now the "new normal." "Younger workers in particular, though not exclusively, continue to flock to the urban core, preferring to work where they live, rather than take on long commutes," the report says. Members of the millennial generation are not the only ones giving up the more generous living space of suburbia for downtown living. Baby boomers with empty nests and the generation following the millennials, which the report calls "Generation Z," are also joining the trend.

Walking and Biking

According to Smart Growth America, "Local economic development has revolved around enticing companies to relocate with tax breaks and subsidies. There are a lot of problems with this approach, but perhaps the biggest is that today, it's a strategy that often simply doesn't work. A

new trend in local economic development is emerging. Talented workers—and the companies who want to employ them—are increasingly moving to walkable neighborhoods served by transit, with a vibrant mix of restaurants, cafes, shops, cultural attractions, and affordable housing options.” Homeowners are increasingly looking for walkable neighborhoods to settle down in. According to [walkscore.com](https://www.walkscore.com) Appleton’s most walkable neighborhood is downtown. Walking score: average for downtown between 600W. College – 300 E. College: Current score average is: 82 <https://www.walkscore.com>

Trends and preliminary recommendations for Future Development: Source: Redevelopment Resources from the Downtown Plan rewrite
Trends:

- Consumers demand a multi-media, primarily mobile approach to shopping.
- Consumers are spending in a more focused, deliberate manner; less overall.
- Retailers must be adept at marketing in multiple channels.
- Retail and office space is being leased and used more efficiently, so needs appear to be shrinking.
- Downtown residential demand is growing.

Recommendations:

- **Retail:** Existing space should be absorbed; any new development will be demand-driven per project.
- **Office:** Demand driven by project, estimates indicate +/-30,000 sq. ft. will be required over the next five years.
- **Hospitality:** Some absorption of existing bar/restaurant space ideal; additional capacity to follow housing increases in the downtown. Current market could absorb 2-3 mid-to- high end restaurants, and limited additional small meeting space.
- **Residential:** Over the next five years, downtown rental housing demand expected to total 385 units, where 245 units command rents of \$700-\$799; 140 units to command over \$1,000 per month. Townhomes and condos are expected to experience modest demand increases of 50 units. Single family homes are expected to add 470 units city-wide.

Forward

For the next year, the ADI board has identified three imperatives for advancing ADI’s Mission:

1. ADI needs to continue to play a vital role in the creation and launch of a successful Exhibition Center
2. Advance downtown living to increase the number of downtown residents and the economic diversity of those residents.
3. Play a more integrated role in business recruitment and retention efforts in partnership with Downtown property owners

Goals

The following goals are crafted to be inclusive of the work by Appleton Downtown Inc. and Creative Downtown Appleton Inc. supported in part by Business Improvement District funds. Please note several of the key performance indicators are tracked on the Vitality Index attached. New key performance indicators have also been included.

Goal A: The premier destination of the Fox Cities		
Key objectives		
Convention and visitor attraction	Tell the One Great Place story	Provide an exceptional visitor experience
Initiatives		
<ul style="list-style-type: none"> Assist the Convention and Visitors Bureau (CVB) and the Radisson with convention and event attraction Continue to host 100+ events annually Advocate for the redevelopment of Jones Park including the addition of an amphitheater Continue to partner with Mile of Music and Octoberfest on event coordination 	<ul style="list-style-type: none"> Enhance our social media depth with content creation One Great Place for your convention promotion Expand our message about the role downtown and ADI's work plays in talent attraction for the region 	<ul style="list-style-type: none"> Develop an Ambassador program focused on enhancing the convention visitor's experience outside of the Exhibition Center Explore opportunities to connect visitors to the riverfront Continue the CARE program in partnership with Riverview Gardens and the City of Appleton Plan to respond to visitor feedback
Key Performance Indicators – Please reference the Vitality Index		
<ul style="list-style-type: none"> Downtown hotels increase occupancy Exhibition Center bookings are attained 	<ul style="list-style-type: none"> Social media numbers increase Number of talent recruitment programs that ADI participates in or leads increases 	<ul style="list-style-type: none"> CVB reports high satisfaction from visitor groups and meeting planners Exhibition Center meets revenue targets

Goal B: A liveable and walkable downtown neighborhood		
Key Objectives		
Increased residential demand and capacity	Enhanced walkability	Strengthened Neighborhood
Initiatives		
<ul style="list-style-type: none"> Define trends and craft a vision and messaging for residential investment Host a Tour of Homes event to showcase the variety and quality of downtown living options Encourage second floor residential improvements to increase property values, retain tenants and increase rental rates Partner with the City and private developers to identify sides for potential housing options and projects 	<ul style="list-style-type: none"> Continue to support and expand the Downtown CARE program (Clean.Assess.Refresh.Enhance) in partnership with Riverview Gardens and the City of Appleton Add more seating options to public spaces Add dog friendly amenities to the district Promote the Fox Trot Trail to further enhance connectivity to the riverfront Explore the creation of a dog park within the district 	<ul style="list-style-type: none"> In partnership with the Downtown Appleton Neighborhood Group (DANG), administer a Downtowner survey to identify needs and desired amenities Establish a grocery store recruitment taskforce Explore amenities like: bike, kayak and car sharing programs Work with law enforcement, business and residents to develop a security strategy with specific initiatives for the 2018 plan. Develop a residential garbage strategy
Key Performance Indicators – Please reference the Vitality Index		
<ul style="list-style-type: none"> Residential rental rates increase Housing stock options expands 	<ul style="list-style-type: none"> CARE reports indicate less high level maintenance needs Walkability Score (82) 	<ul style="list-style-type: none"> A needs and amenities baseline list is compiled and a Livability Score established Grocery store is recruited to the district

Goal C: A healthy business climate		
Key Objectives		
Entrepreneurism Support	Employment Center Growth	Riverfront Development Support
Initiatives		
<ul style="list-style-type: none"> Continue grant programs: business recruitment, façade improvement, marketing Distribute new market study data Participate in the development of a Business Diversity Council Provide exhibit and sales opportunities for local artisans 	<ul style="list-style-type: none"> Develop a multimedia business recruitment packet in partnership with the City of Appleton and the Fox Cities Regional Partnership Present and distribute new Downtown plan initiatives and opportunities at a development summit and open house event Administer a business retention survey 	<ul style="list-style-type: none"> Riverfront BID feasibility task force
Key Performance Indicators - Please reference the Vitality Index		
<ul style="list-style-type: none"> Increased number of businesses in the district Number of minority owned businesses increases 	<ul style="list-style-type: none"> Employment numbers increase Occupancy rate increase 	<ul style="list-style-type: none"> Recommendation for a riverfront BID or other development support tool is determined

Goal D: An inclusive physical and social architecture		
Key Objectives		
Improved accessibility	An inclusive environment	Activated public spaces
Initiatives		
<ul style="list-style-type: none"> Continue to include accessibility improvements in façade grant criteria in partnership with Access Appleton Preparation for Mobility study recommendations: communication and parking adjustments Add bike friendly amenities Participate in Jones Park renovation planning Bike to work program established 	<ul style="list-style-type: none"> Provide diversity training sessions for our members that reflects our aspiration for all cultures and communities of people to feel safe and welcome downtown Provide opportunities for multicultural inclusion in events and public art projects Adopt a policy for vendor and sponsor conduct at ADI events 	<ul style="list-style-type: none"> Develop an arts and culture plan in partnership with Fox Arts Network (FAN) New placemaking initiatives that create social and safe public places
Key Performance Indicators		
<ul style="list-style-type: none"> 10 Big Bell or access grants are awarded Number of employees biking to work increases – baseline established this year 	<ul style="list-style-type: none"> Feedback from community leaders representing the cultural communities 	<ul style="list-style-type: none"> Arts and Culture plan for the CBD and Riverfront is adopted

Appendix B

Vitality Index

Downtown BID Vitality Index

Measurement		2013	2014	2015	Source
Downtown Employment		7425	7493	7596	ADI
Student count			1519	1570	LU/Valley New School
BID District property value		\$121,992,200	\$121,863,600	\$120,855,100	City of Appleton
Traffic count on College Ave.		13,100 – 19,600	13,100-19,600	19,000 at Badger & Story 13,700 at Drew St. & College	2010 and 2013 City Traffic Counts
New Businesses		27	23	24	ADI
Business Closing or Move		13	16	11	ADI
Overall vacancy rate based on total number of available units		21%	20%	21%	ADI: 426 total units
Business Mix By Property					
Office		25%	33%	23%	ADI
Attractions		3%	3%	3%	ADI
Hospitality		17%	21%	16%	ADI
Retail		21%	20%	16%	ADI
Service		18%	23%	20%	ADI
Trolley riders		5756	6904	5864	Lamers
Event Attendance					
Death by Chocolate		400	450	450	tickets sold
Farm Market Summer		Up to 10,000	Up to 10,000	Up to 10,000	
Farm Market Winter		Up to 1000	Up to 1500	Up to 2000	
Concerts in the Park		1500-2000	1750 - 2500	1750-2500	
Art on the Town		Up to 1000	Up to 1000	Up to 1000	
Soup Walk		400	450	450	tickets sold
BYGD		180	195	200	tickets sold

Walkability Score		N/A	79	82 average	Walkscore.com
APD Calls for Service in BID		197	226		APD reported
Hotel occupancy Radisson Increase over previous year			16.6% increase	7.7% increase	Radisson PVH
Hotel occupancy Copper Leaf Increase over previous year				4.4% increase	Copper Leaf Hotel
Residential rental rates – range				\$450 - \$1500	Loopnet
Commercial rental rates Class A – range				\$14 - \$22/sq ft	Loopnet
Commercial retail space rental rates – range				\$6 - \$12/sq ft	Loopnet

Appleton Downtown Facebook Page Likes	8958		Website Page Views	97,073
Downtown Appleton Farm Market Facebook	13000		Website Sessions	54,113
Downtown Appleton Food & Fun Facebook Page Likes	1789		Top Referral Sites	
			com.google.android.googlequicksearchbox	1801
			Facebook	2022
			bing.com	666
			travelwisconsin.com	349
Dwtnappleton Twitter	5680		Top Landing Pages	
			Events Calendar	22948
			2016 Summer Concerts	13117
			Business Directory	12748
			Farm Market	7880
Appletonfarmmkt Twitter	2922		Eblast Active Contacts	4175
Instagram Followers	1072		By Device: Desktop 43%, Mobile 46%, Other 11%	
Website Visits by Location			Website Visits from Social Media	
Appleton, WI	37.5%		Facebook	95%
Neenah, WI	5.9%		Twitter	4%
Unknown	5.4%		LinkedIn	1%
Chicago, IL	4.2%			
Green Bay, WI	3.9%			
Milwaukee, WI	3.3%			
Oshkosh, WI	2.2%			

APPENDIX C

2017

Budget

Business Improvement District Budget 2017

REVENUE		2016 Budget	2017 Budget
	BID Assessments	193,125	196,387
	Carry Over from Prior Year	7,200	
	Interest Income		
EXPENSES			
Contracted Services			
	ADI Staff	37,500	35,000
	Security Washington Sq	2,500	2,500
Administrative		7,000	6,387
	Telephone		
	Food/Provisions		
	Office Supplies		
	Postage		
	Conferences/Workshops		
	Dues, Fees, Subscriptions		
	Space Lease/Rental Fees		
	General Insurance		
	Parking Permits		
	Internet Fees		
BID Audit/Accounting Services		2,500	2,500
Marketing		87,000	85,000
	Website		
	Image Advertising		
	Design services		
Economic Development			
	Façade Grants	25,000	20,000
	Marketing Grant	10,000	10,000
	Recruitment Grant	10,000	10,000
	Maintenance	11,325	15,000
	Business Recruitment	7,500	10,000
	- Recruitment Packet		
	- Advertising		
		200,325	196,387

APPENDIX D

2016 BID Board List

Board Member	Business	Category
Monica Stage – Treasurer	City of Appleton	City Government
Pam Ulness	Ulness Health and Downtown Resident	Property owner / service & Residential
Brad Schweb	Newmark Grubb Pfefferle	Property owner representative
Gary Schmitz – President	Universal Insurance	Business office / service
Steve Winter	Real Estate developer	Property Owner / retail
Mark Behnke – Secretary	Behnke Enterprises	Property Owner / hospitality & Retail
Jason Druxman	Avenue Jewelers	Retail & property/co-owner
Leah Fogle	Appleton Beer Factory	Hospitality owner
Nate Weyenberg	Angels Forever Windows of Light	Property Owner / retail

Appendix E

Schedule of Assessments

FULLTAXKEY	AGKEY	Last name	First Name	Owner Name	Ownership	Property Address	Property City	Property State	AGA2D	Improvements	Land Value	total value	%of condo	Assess	Total Assess
31-0-0044-00	0-0044	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	119 E COLLEGE AVE	APPLETON	WI		269000	0	269000		\$ 672.50	\$ 672.50
31-0-0069-00	0-0069	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	109 W COLLEGE AVE	APPLETON	WI		259300	0	259300		\$ 648.25	\$ 648.25
31-0-0337-00	0-0337	BGO LLC		BGO LLC	PRIVATE	304 E COLLEGE AVE	APPLETON	WI		73500	0	73500		\$ 183.75	\$ 250.00
31-0-0976-02	0-0976-2	LINDBERG	ROBERT	ROBERT LINDBERG	PRIVATE	104 S MEMORIAL DR	APPLETON	WI		37300	0	37300		\$ 93.25	\$ 250.00
31-2-0002-00	2-0002	WP & R INC NOYCE MANAGEMENT LLC		WP & R INC NOYCE MANAGEMENT LLC	PRIVATE	303 E COLLEGE AVE	APPLETON	WI		161200	128600	289800		\$ 724.50	\$ 724.50
31-2-0003-00	2-0003	311 COLLEGE AVE LLC		311 COLLEGE AVE LLC	PRIVATE	305 E COLLEGE AVE	APPLETON	WI		84300	54900	139200		\$ 348.00	\$ 348.00
31-2-0004-00	2-0004				PRIVATE	311 E COLLEGE AVE	APPLETON	WI		82700	43000	125700		\$ 314.25	\$ 314.25
31-2-0007-00	2-0007	PHIMMASENE LOUBERTS	JIMMY	PHIMMASENE LOUBERTS	PRIVATE	321 E COLLEGE AVE	APPLETON	WI		237800	68300	306100		\$ 765.25	\$ 765.25
31-2-0017-00	2-0017	PROPERTIES LLC		PROPERTIES LLC	PUBLIC SERVI	233 E COLLEGE AVE	APPLETON	WI		281400	68600	350000		\$ 875.00	\$ 875.00
31-2-0020-00	2-0020	ISAKSON	PETER	PETER ISAKSON	PRIVATE	227 E COLLEGE AVE	APPLETON	WI		81100	30700	111800		\$ 279.50	\$ 279.50
31-2-0021-00	2-0021	GREENE ET AL	THOMAS	THOMAS GREENE ET AL	PRIVATE	225 E COLLEGE AVE	APPLETON	WI		82600	32100	114700		\$ 286.75	\$ 286.75
31-2-0022-00	2-0022	PLAMANN	JAY	JAY PLAMANN	PRIVATE	223 E COLLEGE AVE	APPLETON	WI		111700	59400	171100		\$ 427.75	\$ 427.75
31-2-0023-00	2-0023	SJSOCZKA LLC		SJSOCZKA LLC	PRIVATE	219 E COLLEGE AVE	APPLETON	WI		40400	59400	99800		\$ 249.50	\$ 250.00
31-2-0025-00	2-0025	MUELLER	ANTHONY	ANTHONY MUELLER	PRIVATE	217 E COLLEGE AVE	APPLETON	WI		85900	59400	145300		\$ 363.25	\$ 363.25
31-2-0026-00	2-0026	KORN ACQUISITIONS		KORN ACQUISITIONS	PRIVATE	215 E COLLEGE AVE	APPLETON	WI		268900	59700	328600		\$ 821.50	\$ 821.50
31-2-0027-00	2-0027	STUDIO 213 LLC		STUDIO 213 LLC	PRIVATE	213 E COLLEGE AVE	APPLETON	WI		129400	59700	189100		\$ 472.75	\$ 472.75
31-2-0029-00	2-0029	WELLS	JOSEPH	JOSEPH WELLS	PRIVATE	209 E COLLEGE AVE	APPLETON	WI		84700	118900	203600		\$ 509.00	\$ 509.00
31-2-0030-00	2-0030	WELLS	JOSEPH	JOSEPH WELLS	PRIVATE	207 E COLLEGE AVE	APPLETON	WI		51700	59400	111100		\$ 277.75	\$ 277.75
31-2-0031-00	2-0031	WELLS	JOSEPH	JOSEPH WELLS	PRIVATE	201 E COLLEGE AVE	APPLETON	WI		203600	125500	329100		\$ 822.75	\$ 822.75
31-2-0038-00	2-0038	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	101 E COLLEGE AVE	APPLETON	WI		188400	37900	226300		\$ 565.75	\$ 565.75
31-2-0039-00	2-0039	SOMA CORPORATION		SOMA CORPORATION	PRIVATE	103 E COLLEGE AVE	APPLETON	WI		437300	122300	559600		\$ 1,399.00	\$ 1,399.00
31-2-0040-00	2-0040	ASPLUND	RAYMON	RAYMON ASPLUND	PRIVATE	107 E COLLEGE AVE	APPLETON	WI		124000	49400	173400		\$ 433.50	\$ 433.50
31-2-0041-00	2-0041	DKS REALTY WISCONSIN		DKS REALTY WISCONSIN IV LLC	PRIVATE	109 E COLLEGE AVE	APPLETON	WI		93700	53000	146700		\$ 366.75	\$ 366.75
31-2-0042-00	2-0042	DKS REALTY WISCONSIN		DKS REALTY WISCONSIN IV LLC	PRIVATE	111 E COLLEGE AVE	APPLETON	WI		82100	53000	135100		\$ 337.75	\$ 337.75
31-2-0043-00	2-0043	ISAKSON	PETER	PETER ISAKSON	PRIVATE	113 E COLLEGE AVE	APPLETON	WI		92000	55100	147100		\$ 367.75	\$ 367.75

31-2-0044-00	2-0044	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	115 E COLLEGE AVE	APPLETON	WI		104600	152900	257500		\$ 643.75	\$ 643.75	\$ 643.75
31-2-0046-00	2-0046	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	121 E COLLEGE AVE	APPLETON	WI		113200	46400	159600		\$ 399.00	\$ 399.00	\$ 399.00
31-2-0047-00	2-0047	ECO PROPERTIES LLC		ECO PROPERTIES LLC	PRIVATE	123 E COLLEGE AVE	APPLETON	WI		98700	44900	143600		\$ 359.00	\$ 359.00	\$ 359.00
31-2-0048-00	2-0048	SOMA CORPORATION		SOMA CORPORATION	PRIVATE	125 E COLLEGE AVE	APPLETON	WI		165500	47500	213000		\$ 532.50	\$ 532.50	\$ 532.50
31-2-0049-00	2-0049	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	127 E COLLEGE AVE	APPLETON	WI		126100	58700	184800		\$ 462.00	\$ 462.00	\$ 462.00
31-2-0050-00	2-0050	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	129 E COLLEGE AVE	APPLETON	WI		171200	58700	229900		\$ 574.75	\$ 574.75	\$ 574.75
31-2-0051-00	2-0051	TAYLOR-CHANCE LLC		TAYLOR-CHANCE LLC	PRIVATE	133 E COLLEGE AVE	APPLETON	WI		247600	58700	306300		\$ 765.75	\$ 765.75	\$ 765.75
31-2-0051-01	2-0051-1	GREENSIDE PROPERTIES	LLC	GREENSIDE PROPERTIES LLC	PRIVATE	135 E COLLEGE AVE	APPLETON	WI		135600	61900	197500		\$ 493.75	\$ 493.75	\$ 493.75
31-2-0069-00	2-0069	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	107 W COLLEGE AVE	APPLETON	WI		120000	90100	210100		\$ 525.25	\$ 525.25	\$ 525.25
31-2-0070-00	2-0070	SAFFORD BUILDING LLC		SAFFORD BUILDING LLC	PRIVATE	101 W COLLEGE AVE	APPLETON	WI		1789000	133100	1922100		\$ 4,805.25	\$ 4,805.25	\$ 4,805.25
31-2-0072-00	2-0072	APPLETON CENTER	ASSOCIATES	APPLETON CENTER	PRIVATE	100 W LAWRENCE ST	APPLETON	WI		6045400	519100	6564500		\$ 16,411.25	\$ 5,000.00	\$ 5,000.00
31-2-0074-00	2-0074	BMO HARRIS BANK NA		BMO HARRIS BANK NA	PRIVATE	221 W COLLEGE AVE	APPLETON	WI		2318100	480300	2798400		\$ 6,996.00	\$ 5,000.00	\$ 5,000.00
31-2-0078-00	2-0078	BAD BADGER INVESTMENTS	LLC	BAD BADGER INVESTMENTS LLC	PRIVATE	215 W COLLEGE AVE	APPLETON	WI		207500	98400	305900		\$ 764.75	\$ 764.75	\$ 764.75
31-2-0079-00	2-0079	SOMA CORPORATION		SOMA CORPORATION	PRIVATE	211 W COLLEGE AVE	APPLETON	WI		308100	146200	454300		\$ 1,135.75	\$ 1,135.75	\$ 1,135.75
31-2-0080-00	2-0080	TUSLER LAW LLC		TUSLER LAW LLC	PRIVATE	207 W COLLEGE AVE	APPLETON	WI		214300	73000	287300		\$ 718.25	\$ 718.25	\$ 718.25
31-2-0081-00	2-0081	HECKENLAIBLE	STEVEN	HECKENLAIBLE	PRIVATE	205 W COLLEGE AVE	APPLETON	WI		231800	43200	275000		\$ 687.50	\$ 687.50	\$ 687.50
31-2-0082-00	2-0082	CLEO'S REAL ESTATE	PARTNERSHIP	CLEO'S REAL ESTATE PARTNERSHIP	PRIVATE	203 W COLLEGE AVE	APPLETON	WI		260100	44200	304300		\$ 760.75	\$ 760.75	\$ 760.75
31-2-0083-00	2-0083	PARILLA PROPERTIES LLC		PARILLA PROPERTIES LLC	PRIVATE	201 W COLLEGE AVE	APPLETON	WI		226900	53100	280000		\$ 700.00	\$ 700.00	\$ 700.00
31-2-0084-00	2-0084	THEOBALD- APPLETON	RENTAL	THEOBALD- APPLETON RENTAL	PRIVATE	117 S APPLETON ST	APPLETON	WI		83800	24200	108000		\$ 270.00	\$ 270.00	\$ 270.00
31-2-0092-00	2-0092	MCGREGORS LLC		MCGREGORS LLC	PRIVATE	343 W COLLEGE AVE	APPLETON	WI		93800	56200	150000		\$ 375.00	\$ 375.00	\$ 375.00
31-2-0092-01	2-0092-1	FALCO INVESTMENTS LLC		FALCO INVESTMENTS LLC	PRIVATE	345 W COLLEGE AVE	APPLETON	WI		120900	44000	164900		\$ 412.25	\$ 412.25	\$ 412.25
31-2-0095-00	2-0095	APPLETON HOLDINGS LLC		APPLETON HOLDINGS LLC	PRIVATE	333 W COLLEGE AVE	APPLETON	WI		3040400	289500	3329900	21.00%	\$ 8,324.75	\$ 5,000.00	\$ 1,050.00
31-2-0096-00	2-0096	APPLETON HOLDINGS LLC		APPLETON HOLDINGS LLC	PRIVATE	333 W COLLEGE AVE	APPLETON	WI		10659900	1745600	12405500	79.00%	\$ 31,013.75	\$ 5,000.00	\$ 3,950.00
31-2-0233-00	2-0233	FOX CITIES CHAMBER OF	COMMERCE	FOX CITIES CHAMBER OF COMMERCE	PRIVATE	125 N SUPERIOR ST	APPLETON	WI		475400	179600	655000		\$ 1,637.50	\$ 1,637.50	\$ 1,637.50
31-2-0235-00	2-0235	NAKASHIMA	HIROYUKI	NAKASHIMA	PRIVATE	342 W COLLEGE AVE	APPLETON	WI		519900	188200	708100		\$ 1,770.25	\$ 1,770.25	\$ 1,770.25
31-2-0236-00	2-0236	NAKASHIMA	HIROYUKI	NAKASHIMA	PRIVATE	338 W COLLEGE AVE	APPLETON	WI		823200	198700	1021900		\$ 2,554.75	\$ 2,554.75	\$ 2,554.75
31-2-0238-00	2-0238	EVANS	STEPHEN	STEPHEN EVANS	PRIVATE	330 W COLLEGE AVE	APPLETON	WI		1677600	314100	1991700		\$ 4,979.25	\$ 4,979.25	\$ 4,979.25

31-2-0242-00	2-0242	STREUR TRUST ET AL	THOMAS	THOMAS STREUR TRUST ET AL	PRIVATE	322 W COLLEGE AVE	APPLETON	WI		161700	110500	272200		\$ 680.50	\$ 680.50	\$ 680.50
31-2-0243-00	2-0243	BATRA HOSPITALITY	GROUP INC	BATRA HOSPITALITY GROUP INC	PRIVATE	318 W COLLEGE AVE	APPLETON	WI		359800	310400	670200		\$ 1,675.50	\$ 1,675.50	\$ 1,675.50
31-2-0248-00	2-0248	WEYENBERG	NATHAN INVESTORS LLC	NATHAN WEYENBERG FOX CITIES HOTEL INVESTORS LLC	PRIVATE	310 W COLLEGE AVE	APPLETON	WI		94200	57000	151200		\$ 378.00	\$ 378.00	\$ 378.00
31-2-0250-00	2-0250	FOX CITIES HOTEL			PRIVATE	300 W COLLEGE AVE	APPLETON	WI		6201500	317000	6518500		\$ 16,296.25	\$ 5,000.00	\$ 5,000.00
31-2-0253-00	2-0253	BANK ONE		BANK ONE	PRIVATE	131 N APPLETON ST	APPLETON	WI		158300	378300	536600		\$ 1,341.50	\$ 1,341.50	\$ 1,341.50
31-2-0257-00	2-0257	222 BUILDING LLC		222 BUILDING LLC	PRIVATE	222 W COLLEGE AVE	APPLETON	WI		9559900	511000	10070900		\$ 25,177.25	\$ 5,000.00	\$ 5,000.00
31-2-0260-00	2-0260	PATTEN PROPERTIES LLC		PATTEN PROPERTIES LLC	PRIVATE	210 W COLLEGE AVE	APPLETON	WI		655800	144200	800000		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
31-2-0263-00	2-0263	BANK ONE		BANK ONE	PRIVATE	200 W COLLEGE AVE	APPLETON	WI		1833600	240400	2074000		\$ 5,185.00	\$ 5,000.00	\$ 5,000.00
31-2-0272-01	2-0272-1	COUTU LLC		COUTU LLC	PRIVATE	124 N APPLETON ST	APPLETON	WI		239100	57700	296800		\$ 742.00	\$ 742.00	\$ 742.00
31-2-0272-02	2-0272-2	HIETPAS	DAVID	DAVID HIETPAS	PRIVATE	115 W WASHINGTON ST	APPLETON	WI		161900	49800	211700		\$ 529.25	\$ 529.25	\$ 529.25
31-2-0273-02	2-0273-2	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50A	191500	16500	208000	3.70%	\$ 520.00	\$ 520.00	\$ 185.00
31-2-0273-03	2-0273-3	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50B	100	5800	5900	1.30%	\$ 14.75	\$ 250.00	\$ 65.00
31-2-0273-04	2-0273-4	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50C	100	3600	3700	0.80%	\$ 9.25	\$ 250.00	\$ 40.00
31-2-0273-05	2-0273-5	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50D	100	3600	3700	0.80%	\$ 9.25	\$ 250.00	\$ 40.00
31-2-0273-06	2-0273-6	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50E	100	2200	2300	0.50%	\$ 5.75	\$ 250.00	\$ 25.00
31-2-0273-08	2-0273-8	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 50G	100	20100	20200	4.50%	\$ 50.50	\$ 250.00	\$ 225.00
31-2-0273-10	2-0273-10	THE BUILDING FOR KIDS	INC	THE BUILDING FOR KIDS INC	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 100A	42600	0	42600	0.00%	\$ 106.50	\$ 250.00	\$ -
31-2-0273-12	2-0273-12	PFEFFERLE FAMILY LTD	PARTNERSHIP	PFEFFERLE FAMILY LTD PARTNERSHIP	PRIVATE	116 N APPLETON ST	APPLETON	WI	UNIT 100C	83100	5400	88500	1.20%	\$ 221.25	\$ 250.00	\$ 60.00
31-2-0273-30	2-0273-30	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 300A	890700	67000	957700	15.00%	\$ 2,394.25	\$ 2,394.25	\$ 750.00
31-2-0273-40	2-0273-40	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 400A	898500	67400	965900	15.10%	\$ 2,414.75	\$ 2,414.75	\$ 755.00
31-2-0273-41	2-0273-41	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 400B	100	500	600	0.10%	\$ 1.50	\$ 250.00	\$ 5.00
31-2-0273-42	2-0273-42	ISLAND MEDICAL LLC	ET AL	ISLAND MEDICAL LLC ET AL	PRIVATE	100 W COLLEGE AVE	APPLETON	WI	UNIT 400C	100	500	600	0.10%	\$ 1.50	\$ 250.00	\$ 5.00
31-2-0282-00	2-0282	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 001	2040600	335300	2375900	34.00%	\$ 5,939.75	\$ 5,000.00	\$ 1,700.00
31-2-0282-01	2-0282-1	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 002	7300	2000	9300	0.17%	\$ 23.25	\$ 250.00	\$ 8.50
31-2-0282-02	2-0282-2	WASHINGTON STREET R.E.	INVESTMENT	WASHINGTON STREET R.E. INVESTMENT	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 101	1225600	92900	1318500	9.42%	\$ 3,296.25	\$ 3,296.25	\$ 471.00
31-2-0282-03	2-0282-3	WASHINGTON STREET R.E.	INVESTMENT	WASHINGTON STREET R.E. INVESTMENT	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 102	21700	4900	26600	0.54%	\$ 66.50	\$ 250.00	\$ 27.00

31-2-0282-04	2-0282-4	WASHINGTON STREET R.E.	INVESTMENT	WASHINGTON STREET R.E. INVESTMENT	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 103	74600	9200	83800	0.93%	\$ 209.50	\$ 250.00	\$ 46.50
31-2-0282-05	2-0282-5	HOFFMAN HOLDINGS LLC	ET AL	HOFFMAN HOLDINGS LLC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 104	20700	5900	26600	0.58%	\$ 66.50	\$ 250.00	\$ 29.00
31-2-0282-07	2-0282-7	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 201	1648400	125100	1773500	12.68%	\$ 4,433.75	\$ 4,433.75	\$ 634.00
31-2-0282-08	2-0282-8	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 202	14900	3900	18800	0.38%	\$ 47.00	\$ 250.00	\$ 19.00
31-2-0282-10	2-0282-10	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 204	2388300	182700	2571000	18.52%	\$ 6,427.50	\$ 5,000.00	\$ 926.00
31-2-0282-11	2-0282-11	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 205	10800	2600	13400	0.26%	\$ 33.50	\$ 250.00	\$ 13.00
31-2-0282-12	2-0282-12	PFEFFERLE INVESTMENTS	INC ET AL	PFEFFERLE INVESTMENTS INC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 206	10600	2700	13300	0.27%	\$ 33.25	\$ 250.00	\$ 13.50
31-2-0282-13	2-0282-13	WASHINGTON STREET R.E.	INVESTMENT	WASHINGTON STREET R.E. INVESTMENT	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 301	422100	34000	456100	3.45%	\$ 1,140.25	\$ 1,140.25	\$ 172.50
31-2-0282-14	2-0282-14	WASHINGTON STREET R.E.	INVESTMENT	WASHINGTON STREET R.E. INVESTMENT	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 106	569200	43100	612300	4.37%	\$ 1,530.75	\$ 1,530.75	\$ 218.50
31-2-0282-15	2-0282-15	HOFFMAN HOLDINGS LLC	ET AL	HOFFMAN HOLDINGS LLC ET AL	PRIVATE	122 E COLLEGE AVE	APPLETON	WI	UNIT 107	893600	65500	959100	6.64%	\$ 2,397.75	\$ 2,397.75	\$ 332.00
31-2-0287-00	2-0287	APPLETON HOTEL GROUP	LLC	APPLETON HOTEL GROUP LLC	PRIVATE	100 E COLLEGE AVE	APPLETON	WI		227700	60300	288000		\$ 720.00	\$ 720.00	\$ 720.00
31-2-0290-01	2-0290-1	TAM LLC		TAM LLC	PRIVATE	10 COLLEGE AVE	APPLETON	WI		951700	1007800	1959500		\$ 4,898.75	\$ 4,898.75	\$ 4,898.75
31-2-0302-00	2-0302	DAUNTLESS PROPERTIES	LLC	DAUNTLESS PROPERTIES LLC	PRIVATE	130 N MORRISON ST	APPLETON	WI		97400	26000	123400		\$ 308.50	\$ 308.50	\$ 308.50
31-2-0303-00	2-0303	MORRISON BUILDING LLC		MORRISON BUILDING LLC	PRIVATE	120 N MORRISON ST	APPLETON	WI		293500	96500	390000		\$ 975.00	\$ 975.00	\$ 975.00
31-2-0311-00	2-0311	ROBERT BROUILLARD	ROBERT	ROBERT BROUILLARD	PRIVATE	129 N DURKEE ST	APPLETON	WI		36200	37100	73300		\$ 183.25	\$ 250.00	\$ 250.00
31-2-0312-00	2-0312	200 EAST LLC		200 EAST LLC	PRIVATE	200 E COLLEGE AVE	APPLETON	WI		502400	102600	605000		\$ 1,512.50	\$ 1,512.50	\$ 1,512.50
31-2-0313-00	2-0313	SOMA CORPORATION		SOMA CORPORATION	PRIVATE	204 E COLLEGE AVE	APPLETON	WI		241500	97500	339000		\$ 847.50	\$ 847.50	\$ 847.50
31-2-0315-00	2-0315	FRISCH	BRIAN	BRIAN FRISCH	PRIVATE	208 E COLLEGE AVE	APPLETON	WI		92500	47500	140000		\$ 350.00	\$ 350.00	\$ 350.00
31-2-0316-00	2-0316	VANDINTER	BRADLEY	BRADLEY VANDINTER	PRIVATE	212 E COLLEGE AVE	APPLETON	WI		64800	49700	114500		\$ 286.25	\$ 286.25	\$ 286.25
31-2-0317-00	2-0317	QUEEN BEE RESTAURANT	INC	QUEEN BEE RESTAURANT INC	PRIVATE	216 E COLLEGE AVE	APPLETON	WI		242300	97200	339500		\$ 848.75	\$ 848.75	\$ 848.75
31-2-0319-00	2-0319	SCOTT	HELEN	HELEN SCOTT	PRIVATE	218 E COLLEGE AVE	APPLETON	WI		275600	94000	369600		\$ 924.00	\$ 924.00	\$ 924.00
31-2-0321-00	2-0321	HALEY'S PROPERTIES ONE	LLC	HALEY'S PROPERTIES ONE LLC	PRIVATE	222 E COLLEGE AVE	APPLETON	WI		115400	45900	161300		\$ 403.25	\$ 403.25	\$ 403.25
31-2-0322-00	2-0322	THE WEIDERS LLC		THE WEIDERS LLC	PRIVATE	224 E COLLEGE AVE	APPLETON	WI		337500	78500	416000		\$ 1,040.00	\$ 1,040.00	\$ 1,040.00
31-2-0323-00	2-0323	CJW PROPERTIES LLC		CJW PROPERTIES LLC	PRIVATE	228 E COLLEGE AVE	APPLETON	WI		102500	67300	169800		\$ 424.50	\$ 424.50	\$ 424.50

31-2-0324-00	2-0324	CJW PROPERTIES LLC		CJW PROPERTIES LLC	PRIVATE	232 E COLLEGE AVE	APPLETON	WI		125400	60500	185900		\$	464.75	\$	464.75	\$	464.75
31-2-0325-00	2-0325	CJW PROPERTIES LLC		CJW PROPERTIES LLC	PRIVATE	109 N DURKEE ST	APPLETON	WI		45000	8400	53400		\$	133.50	\$	250.00	\$	250.00
31-2-0326-00	2-0326	GILL	GREGORY SR	GREGORY SR GILL	PRIVATE	128 N DURKEE ST	APPLETON	WI		110800	34700	145500		\$	363.75	\$	363.75	\$	363.75
31-2-0327-01	2-0327-1	WAGNER ET AL	TIMOTHY	WAGNER ET AL	PRIVATE	118 N DURKEE ST	APPLETON	WI		109600	37400	147000		\$	367.50	\$	367.50	\$	367.50
31-2-0328-00	2-0328	RICKS TRUST	DREW	DREW RICKS TRUST	PRIVATE	309 E WASHINGTON ST	APPLETON	WI		51600	107400	159000		\$	397.50	\$	397.50	\$	397.50
31-2-0334-00	2-0334	331 PROPERTIES LLP		331 PROPERTIES LLP	PRIVATE	331 E WASHINGTON ST	APPLETON	WI		195500	42500	238000		\$	595.00	\$	595.00	\$	595.00
31-2-0337-00	2-0337	BGO LLC		BGO LLC	PRIVATE	300 E COLLEGE AVE	APPLETON	WI		120700	193400	314100		\$	785.25	\$	785.25	\$	785.25
31-2-0340-00	2-0340	FREEMAN REAL ESTATE	PARTNERSHIP	FREEMAN REAL ESTATE PARTNERSHIP	PRIVATE	308 E COLLEGE AVE	APPLETON	WI		152800	96300	249100		\$	622.75	\$	622.75	\$	622.75
31-2-0342-00	2-0342	TESKE	RONALD	RONALD TESKE	PRIVATE	314 E COLLEGE AVE	APPLETON	WI		136500	45600	182100		\$	455.25	\$	455.25	\$	455.25
31-2-0353-00	2-0353	FIRSTAR BANK APPLETON		FIRSTAR BANK APPLETON	PRIVATE	200 N DURKEE ST	APPLETON	WI		1072500	492500	1565000		\$	3,912.50	\$	3,912.50	\$	3,912.50
31-2-0363-00	2-0363	230 N MORRISON LLC		230 N MORRISON LLC	PRIVATE	230 N MORRISON ST	APPLETON	WI		193400	115600	309000		\$	772.50	\$	772.50	\$	772.50
31-2-0366-00	2-0366	FOND DU LAC BLDG ASSOC	LLP	FOND DU LAC BLDG ASSOC LLP	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 100-A	359700	70300	430000	8.19%	\$	1,075.00	\$	1,075.00	\$	409.50
31-2-0366-01	2-0366-1	PFEFFERLE ENTERPRISES		PFEFFERLE ENTERPRISES	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 200	954400	140600	1095000	20.73%	\$	2,737.50	\$	2,737.50	\$	1,036.50
31-2-0366-02	2-0366-2	FOND DU LAC BLDG ASSOC	LLP	FOND DU LAC BLDG ASSOC LLP	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 300	947500	140600	1088100	20.73%	\$	2,720.25	\$	2,720.25	\$	1,036.50
31-2-0366-03	2-0366-3	FOND DU LAC BLDG ASSOC		FOND DU LAC BLDG ASSOC	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 400	947500	140600	1088100	20.73%	\$	2,720.25	\$	2,720.25	\$	1,036.50
31-2-0366-04	2-0366-4	FOND DU LAC BLDG ASSOC		FOND DU LAC BLDG ASSOC	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 500	947500	140600	1088100	20.73%	\$	2,720.25	\$	2,720.25	\$	1,036.50
31-2-0366-05	2-0366-5	FOND DU LAC BLDG ASSOC		FOND DU LAC BLDG ASSOC	PRIVATE	200 E WASHINGTON ST	APPLETON	WI	UNIT 100-B	435400	70300	505700	8.89%	\$	1,264.25	\$	1,264.25	\$	444.50
31-2-0371-00	2-0371	CONNER LLC	ETHEL	ETHEL CONNER LLC	PRIVATE	229 E FRANKLIN ST	APPLETON	WI		120000	65000	185000		\$	462.50	\$	462.50	\$	462.50
31-2-0384-00	2-0384	VALLEY PREMIER SEC PROPERTIES LLC	LLC	VALLEY PREMIER PROPERTY LLC	PRIVATE	222 N ONEIDA ST	APPLETON	WI		118900	92100	211000		\$	527.50	\$	527.50	\$	527.50
31-2-0404-00	2-0404	214 SUPERIOR LLC		214 SUPERIOR LLC	PRIVATE	231 W FRANKLIN ST	APPLETON	WI		107800	132200	240000		\$	600.00	\$	600.00	\$	600.00
31-2-0405-00	2-0405	214 SUPERIOR LLC		214 SUPERIOR LLC	PRIVATE	214 N SUPERIOR ST	APPLETON	WI		138500	21500	160000		\$	400.00	\$	400.00	\$	400.00
31-2-0408-00	2-0408	BERKEN	SCOTT	SCOTT BERKEN	PRIVATE	233 N APPLETON ST	APPLETON	WI		120600	86500	207100		\$	517.75	\$	517.75	\$	517.75
31-2-0417-00	2-0417	MALZHAN ET AL	LISA	LISA MALZHAN ET AL	PRIVATE	211 N APPLETON ST	APPLETON	WI		105000	30500	135500		\$	338.75	\$	338.75	\$	338.75
31-2-0418-00	2-0418	JK APOLLON LLC		JK APOLLON LLC	PRIVATE	207 N APPLETON ST	APPLETON	WI		159400	34600	194000		\$	485.00	\$	485.00	\$	485.00
31-2-0419-00	2-0419	S & S ENTREPRENEURS	LLC	S & S ENTREPRENEURS LLC	PRIVATE	201 N APPLETON ST	APPLETON	WI		221700	58300	280000		\$	700.00	\$	700.00	\$	700.00

31-2-0428-00	2-0428	GANNETT MIDWEST	PUBLISHING INC	GANNETT MIDWEST PUBLISHING INC	PRIVATE	306 W WASHINGTON ST	APPLETON	WI	1245800	455200	1701000	\$ 4,252.50	\$ 4,252.50	\$ 4,252.50
31-2-0430-06	2-0430-6	HOERSCH AVRIL	ROBERT	ROBERT HOERSCH AVRIL	PRIVATE	218 N DIVISION ST	APPLETON	WI	103400	71100	174500	\$ 436.25	\$ 436.25	\$ 436.25
31-2-0458-00	2-0458	PROPERTIES LLC		PROPERTIES LLC	PRIVATE	130 E FRANKLIN ST	APPLETON	WI	189800	42000	231800	\$ 579.50	\$ 579.50	\$ 579.50
31-3-0847-00	3-0847	MCGUINNESS	JOHN	MCGUINNESS	PRIVATE	201 S WALNUT ST	APPLETON	WI	307600	64800	372400	\$ 931.00	\$ 931.00	\$ 931.00
31-3-0849-00	3-0849	DEXTERS PUB LLC		DEXTERS PUB LLC	PRIVATE	211 S WALNUT ST	APPLETON	WI	111200	28800	140000	\$ 350.00	\$ 350.00	\$ 350.00
31-3-0855-00	3-0855	NORWEST BANK WISCONSIN	APPLETON	NORWEST BANK WISCONSIN APPLETON	PRIVATE	516 W EIGHTH ST	APPLETON	WI	141900	375900	517800	\$ 1,294.50	\$ 1,294.50	\$ 1,294.50
31-3-0876-00	3-0876	THAO PROPERTIES LLC		THAO PROPERTIES LLC	PRIVATE	206 S MEMORIAL DR	APPLETON	WI	144800	61200	206000	\$ 515.00	\$ 515.00	\$ 515.00
31-3-0877-00	3-0877	THAO REVOCABLE TRUST	CHUNGYIA	CHUNGYIA THAO REVOCABLE TRUST	PRIVATE	625 W LAWRENCE ST	APPLETON	WI	15700	34800	50500	\$ 126.25	\$ 250.00	\$ 250.00
31-3-0879-00	3-0879	BEHNKE PROPERTIES LLC		BEHNKE PROPERTIES LLC	PRIVATE	617 W LAWRENCE ST	APPLETON	WI	45600	42900	88500	\$ 221.25	\$ 250.00	\$ 250.00
31-3-0883-00	3-0883	DECLEENE- ZELLNER LLC		DECLEENE- ZELLNER LLC	PRIVATE	215 S MEMORIAL DR	APPLETON	WI	448300	145700	594000	\$ 1,485.00	\$ 1,485.00	\$ 1,485.00
31-3-0934-00	3-0934	BOYLE	JAMES	JAMES BOYLE	PRIVATE	131 S BADGER AVE	APPLETON	WI	47400	77600	125000	\$ 312.50	\$ 312.50	\$ 312.50
31-3-0937-00	3-0937	S & K FOOD MART INC		S & K FOOD MART INC	PRIVATE	911 W COLLEGE AVE	APPLETON	WI	289600	132800	422400	\$ 1,056.00	\$ 1,056.00	\$ 1,056.00
31-3-0938-00	3-0938	NEVINS TRUST	LANCE	LANCE NEVINS TRUST	PRIVATE	843 W COLLEGE AVE	APPLETON	WI	316200	109900	426100	\$ 1,065.25	\$ 1,065.25	\$ 1,065.25
31-3-0943-00	3-0943	823 AND 825 BUILDING	LLC	823 AND 825 BUILDING LLC	PRIVATE	823 W COLLEGE AVE	APPLETON	WI	19400	60600	80000	\$ 200.00	\$ 250.00	\$ 250.00
31-3-0943-02	3-0943-2	827 BUILDING LLC		827 BUILDING LLC	PRIVATE	827 W COLLEGE AVE	APPLETON	WI	400	44600	45000	\$ 112.50	\$ 250.00	\$ 250.00
31-3-0944-00	3-0944	PIERRI TRUST	SARA	SARA PIERRI TRUST	PRIVATE	819 W COLLEGE AVE	APPLETON	WI	76100	21400	97500	\$ 243.75	\$ 250.00	\$ 250.00
31-3-0945-00	3-0945	PIERRI TRUST	SARA	SARA PIERRI TRUST	PRIVATE	815 W COLLEGE AVE	APPLETON	WI	132400	36400	168800	\$ 422.00	\$ 422.00	\$ 422.00
31-3-0945-01	3-0945-1	PIERRI TRUST	SARA	SARA PIERRI TRUST	PRIVATE	813 W COLLEGE AVE	APPLETON	WI	47900	17700	65600	\$ 164.00	\$ 250.00	\$ 250.00
31-3-0946-00	3-0946	PIONEER PROFESSIONAL	CARPET CARE	PIONEER PROFESSIONAL CARPET CARE	PRIVATE	809 W COLLEGE AVE	APPLETON	WI	45000	17100	62100	\$ 155.25	\$ 250.00	\$ 250.00
31-3-0947-00	3-0947	BOARDWALK RENTALS LLP		BOARDWALK RENTALS LLP	PRIVATE	807 W COLLEGE AVE	APPLETON	WI	70800	17100	87900	\$ 219.75	\$ 250.00	\$ 250.00
31-3-0948-00	3-0948	WENZ RENTAL PROPERTIES	LLC	WENZ RENTAL PROPERTIES LLC	PRIVATE	801 W COLLEGE AVE	APPLETON	WI	115200	40300	155500	\$ 388.75	\$ 388.75	\$ 388.75
31-3-0960-00	3-0960	745 COLLEGE LLC		745 COLLEGE LLC	PRIVATE	745 W COLLEGE AVE	APPLETON	WI	274500	29500	304000	\$ 760.00	\$ 760.00	\$ 760.00
31-3-0961-00	3-0961	VANEGEREN PROPERTIES	LLC	VANEGEREN PROPERTIES LLC	PRIVATE	741 W COLLEGE AVE	APPLETON	WI	51700	77100	128800	\$ 322.00	\$ 322.00	\$ 322.00
31-3-0963-01	3-0963-1	THEADOCIA LLC		THEADOCIA LLC	PRIVATE	733 W COLLEGE AVE	APPLETON	WI	142700	64400	207100	\$ 517.75	\$ 517.75	\$ 517.75
31-3-0964-00	3-0964	CHI-LING KONG		CHI-LING KONG	PRIVATE	719 W COLLEGE AVE	APPLETON	WI	185300	114500	299800	\$ 749.50	\$ 749.50	\$ 749.50
31-3-0972-00	3-0972	ANCHOR BANK FSB		ANCHOR BANK FSB	PRIVATE	127 S MEMORIAL DR	APPLETON	WI	445500	269500	715000	\$ 1,787.50	\$ 1,787.50	\$ 1,787.50

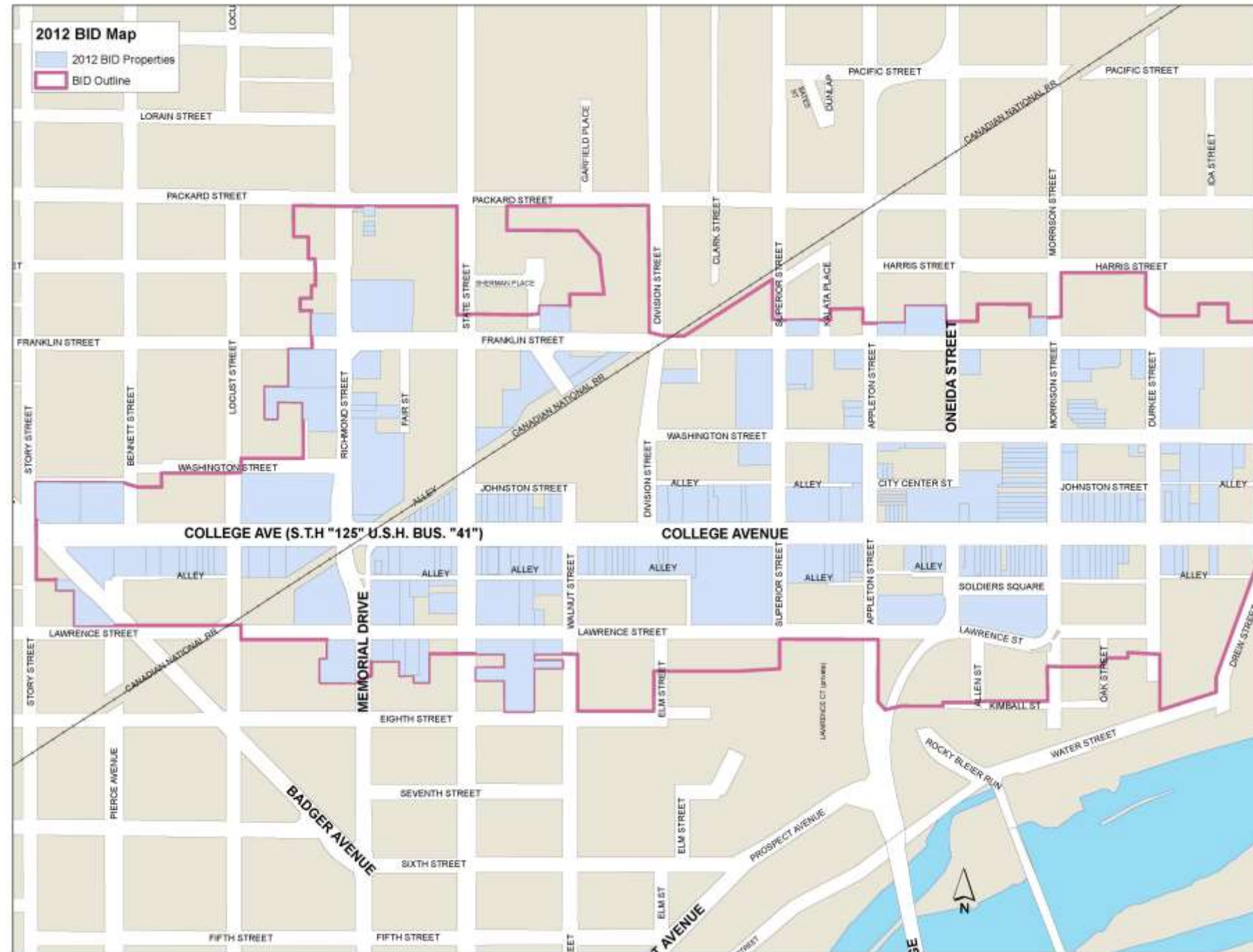
31-3-0976-00	3-0976	MILLER	WILLIAM	WILLIAM MILLER	PRIVATE	623 W COLLEGE AVE	APPLETON	WI	207000	69400	276400	\$ 691.00	\$ 691.00	\$ 691.00
31-3-0976-01	3-0976-1	LINDBERG	ROBERT	ROBERT LINDBERG	PRIVATE	100 S MEMORIAL DR	APPLETON	WI	48100	95100	143200	\$ 358.00	\$ 358.00	\$ 358.00
31-3-0979-00	3-0979	APPLETON WEST END	REALTY LTD	APPLETON WEST END REALTY LTD	PRIVATE	609 W COLLEGE AVE	APPLETON	WI	198700	179900	378600	\$ 946.50	\$ 946.50	\$ 946.50
31-3-0983-00	3-0983	DAS VENTURES HOLDINGS	LLC	DAS VENTURES HOLDINGS LLC	PRIVATE	603 W COLLEGE AVE	APPLETON	WI	401800	112500	514300	\$ 1,285.75	\$ 1,285.75	\$ 1,285.75
31-3-0985-00	3-0985	LISON	JAMES	JAMES LISON	PRIVATE	601 W COLLEGE AVE	APPLETON	WI	158800	43200	202000	\$ 505.00	\$ 505.00	\$ 505.00
31-3-0986-00	3-0986	MCFLESHMAN'S COMMONS	LLC	MCFLESHMAN'S COMMONS LLC	PRIVATE	115 S STATE ST	APPLETON	WI	79400	29100	108500	\$ 271.25	\$ 271.25	\$ 271.25
31-3-0988-00	3-0988	HINZMAN	PAUL	PAUL HINZMAN	PRIVATE	121 S STATE ST	APPLETON	WI	106300	83000	189300	\$ 473.25	\$ 473.25	\$ 473.25
31-3-0993-00	3-0993	BOXER ENTERPRISES LLC		BOXER ENTERPRISES LLC	PRIVATE	620 W LAWRENCE ST	APPLETON	WI	83100	59900	143000	\$ 357.50	\$ 357.50	\$ 357.50
31-3-0996-00	3-0996	VANDEHEY FOUNDATION	ROBERT	VANDEHEY FOUNDATION	PRIVATE	122 S MEMORIAL DR	APPLETON	WI	207900	182000	389900	\$ 974.75	\$ 974.75	\$ 974.75
31-3-0998-00	3-0998	BOXER ENTERPRISES LLC		BOXER ENTERPRISES LLC	PRIVATE	613 W COLLEGE AVE	APPLETON	WI	21000	24400	45400	\$ 113.50	\$ 250.00	\$ 250.00
31-3-0999-00	3-0999	GREINER	JOHN	JOHN GREINER	PRIVATE	535 W COLLEGE AVE	APPLETON	WI	151100	49000	200100	\$ 500.25	\$ 500.25	\$ 500.25
31-3-1003-00	3-1003	EFS LLC		EFS LLC	PRIVATE	523 W COLLEGE AVE	APPLETON	WI	724800	246400	971200	\$ 2,428.00	\$ 2,428.00	\$ 2,428.00
31-3-1004-00	3-1004	KOROLL PROPERTIES LLC		KOROLL PROPERTIES LLC	PRIVATE	519 W COLLEGE AVE	APPLETON	WI	364500	77600	442100	\$ 1,105.25	\$ 1,105.25	\$ 1,105.25
31-3-1008-00	3-1008	NORWEST BANK WISCONSIN	APPLETON	NORWEST BANK WISCONSIN APPLETON	PRIVATE	118 S STATE ST	APPLETON	WI	1009000	341000	1350000	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00
31-3-1015-00	3-1015	VICTORIA	CRESENCIO	CRESENCIO VICTORIA	PRIVATE	510 W LAWRENCE ST	APPLETON	WI	59500	24300	83800	\$ 209.50	\$ 250.00	\$ 250.00
31-3-1017-00	3-1017	HAUSSERMAN ET AL	ROBERT	ROBERT HAUSSERMAN ET AL	PRIVATE	119 S WALNUT ST	APPLETON	WI	78000	82000	160000	\$ 400.00	\$ 400.00	\$ 400.00
31-3-1020-00	3-1020	NAKASHIMA TRUST	HIROYUKI	HIROYUKI NAKASHIMA TRUST	PRIVATE	509 W COLLEGE AVE	APPLETON	WI	443600	109400	553000	\$ 1,382.50	\$ 1,382.50	\$ 1,382.50
31-3-1021-00	3-1021	VICTORIAS APPLETON INC		VICTORIAS APPLETON INC	PRIVATE	507 W COLLEGE AVE	APPLETON	WI	201800	57600	259400	\$ 648.50	\$ 648.50	\$ 648.50
31-3-1022-00	3-1022	VICTORIAS APPLETON INC		VICTORIAS APPLETON INC	PRIVATE	503 W COLLEGE AVE	APPLETON	WI	238200	121400	359600	\$ 899.00	\$ 899.00	\$ 899.00
31-3-1023-00	3-1023	THE BAR GROUP LLC		THE BAR GROUP LLC	PRIVATE	427 W COLLEGE AVE	APPLETON	WI	837700	138200	975900	\$ 2,439.75	\$ 2,439.75	\$ 2,439.75
31-3-1025-00	3-1025	OTTPERTIES LLC		OTTPERTIES LLC	PRIVATE	425 W COLLEGE AVE	APPLETON	WI	183800	66200	250000	\$ 625.00	\$ 625.00	\$ 625.00
31-3-1027-00	3-1027	MILL ROAD REAL ESTATE	CO LLC	MILL ROAD REAL ESTATE CO LLC	PRIVATE	423 W COLLEGE AVE	APPLETON	WI	163000	132500	295500	\$ 738.75	\$ 738.75	\$ 738.75
31-3-1028-00	3-1028	M & H PROPERTIES LLC		M & H PROPERTIES LLC	PRIVATE	417 W COLLEGE AVE	APPLETON	WI	242700	69300	312000	\$ 780.00	\$ 780.00	\$ 780.00
31-3-1029-00	3-1029	ZIMJET LLC		ZIMJET LLC	PRIVATE	415 W COLLEGE AVE	APPLETON	WI	167800	63500	231300	\$ 578.25	\$ 578.25	\$ 578.25
31-3-1030-00	3-1030	JTB APPLETON LLC		JTB APPLETON LLC	PRIVATE	413 W COLLEGE AVE	APPLETON	WI	238600	66200	304800	\$ 762.00	\$ 762.00	\$ 762.00
31-3-1031-00	3-1031	ELMAZI	MERIJE	MERIJE ELMAZI	PRIVATE	411 W COLLEGE AVE	APPLETON	WI	206700	66200	272900	\$ 682.25	\$ 682.25	\$ 682.25

31-3-1032-00	3-1032	GUYETTE AH&M	TIMOTHY	TIMOTHY GUYETTE AH&M	PRIVATE	409 W COLLEGE AVE	APPLETON	WI		142500	66200	208700	\$ 521.75	\$ 521.75	\$ 521.75
31-3-1033-00	3-1033	ENTERPRISES LLC		ENTERPRISES LLC	PRIVATE	403 W COLLEGE AVE	APPLETON	WI		1184400	250900	1435300	\$ 3,588.25	\$ 3,588.25	\$ 3,588.25
31-5-0693-00	5-0693	KRUEGER AK INVESTMENTS	LEWIS	LEWIS KRUEGER AK INVESTMENTS	PRIVATE	305 N RICHMOND ST	APPLETON	WI		105200	71800	177000	\$ 442.50	\$ 442.50	\$ 442.50
31-5-0712-00	5-0712	LLC		LLC	PRIVATE	225 N RICHMOND ST	APPLETON	WI		376400	239200	615600	\$ 1,539.00	\$ 1,539.00	\$ 1,539.00
31-5-1058-00	5-1058	LANG FAMILY ENTERPRISE	LLC	LANG FAMILY ENTERPRISE LLC	PRIVATE	532 W COLLEGE AVE	APPLETON	WI		197600	49000	246600	\$ 616.50	\$ 616.50	\$ 616.50
31-5-1059-00	5-1059	SHAHIN	CYRUS	CYRUS SHAHIN	PRIVATE	530 W COLLEGE AVE	APPLETON	WI		70800	49000	119800	\$ 299.50	\$ 299.50	\$ 299.50
31-5-1060-00	5-1060	FLANAGAN	PATRICK	PATRICK FLANAGAN	PRIVATE	524 W COLLEGE AVE	APPLETON	WI		173200	97900	271100	\$ 677.75	\$ 677.75	\$ 677.75
31-5-1061-00	5-1061	FLANAGAN	PATRICK	PATRICK FLANAGAN	PRIVATE	522 W COLLEGE AVE	APPLETON	WI		57900	51800	109700	\$ 274.25	\$ 274.25	\$ 274.25
31-5-1062-00	5-1062	FLANAGAN	PATRICK	PATRICK FLANAGAN	PRIVATE	518 W COLLEGE AVE	APPLETON	WI		95000	51800	146800	\$ 367.00	\$ 367.00	\$ 367.00
31-5-1063-00	5-1063	MULDOON ET AL	LINDA	LINDA MULDOON ET AL	PRIVATE	516 W COLLEGE AVE	APPLETON	WI		56100	51800	107900	\$ 269.75	\$ 269.75	\$ 269.75
31-5-1064-00	5-1064	MULDOON ET AL	LINDA	LINDA MULDOON ET AL	PRIVATE	514 W COLLEGE AVE	APPLETON	WI		55400	103100	158500	\$ 396.25	\$ 396.25	\$ 396.25
31-5-1065-00	5-1065	CHUDACOFF ET AL	BRUCE	CHUDACOFF ET AL	PRIVATE	512 W COLLEGE AVE	APPLETON	WI		108000	52400	160400	\$ 401.00	\$ 401.00	\$ 401.00
31-5-1067-00	5-1067	APPLETON WEST END	REALTY LTD	APPLETON WEST END REALTY LTD	PRIVATE	508 W COLLEGE AVE	APPLETON	WI		129400	55700	185100	\$ 462.75	\$ 462.75	\$ 462.75
31-5-1068-00	5-1068	APPLETON WEST END	REALTY LTD	APPLETON WEST END REALTY LTD	PRIVATE	506 W COLLEGE AVE	APPLETON	WI		121400	54700	176100	\$ 440.25	\$ 440.25	\$ 440.25
31-5-1070-00	5-1070	COLLEGE AVENUE BELFEUIL	ASSOCIATES	COLLEGE AVENUE ASSOCIATES	PRIVATE	500 W COLLEGE AVE	APPLETON	WI		105700	114000	219700	\$ 549.25	\$ 549.25	\$ 549.25
31-5-1075-00	5-1075	RENTALS LLC		RENTALS LLC	PRIVATE	509 W FRANKLIN ST	APPLETON	WI		83500	111500	195000	\$ 487.50	\$ 487.50	\$ 487.50
31-5-1075-02	5-1075- 2	HAHNEMANN	TODD	TODD HAHNEMANN	PRIVATE	437 W FRANKLIN ST	APPLETON	WI		58500	55500	114000	\$ 285.00	\$ 285.00	\$ 285.00
31-5-1076-00	5-1076	CASTON	ROBERT	ROBERT CASTON	PRIVATE	136 N STATE ST	APPLETON	WI		54800	43200	98000	\$ 245.00	\$ 250.00	\$ 250.00
31-5-1100-00	5-1100	KWIK TRIP INC		KWIK TRIP INC	PRIVATE	306 N RICHMOND ST	APPLETON	WI		1546200	401700	1947900	\$ 4,869.75	\$ 4,869.75	\$ 4,869.75
31-5-1101-00	5-1101	400 NORTH LLC		400 NORTH LLC	PRIVATE	400 N RICHMOND ST	APPLETON	WI	UNIT 1	495100	67700	562800	\$ 1,407.00	\$ 1,407.00	\$ 1,407.00
31-5-1101-20	5-1101- 20	400 NORTH LLC		400 NORTH LLC	PRIVATE	400 N RICHMOND ST	APPLETON	WI	UNIT 2	117800	16800	134600	\$ 336.50	\$ 336.50	\$ 336.50
31-5-1101-21	5-1101- 21	400 NORTH LLC		400 NORTH LLC	PRIVATE	400 N RICHMOND ST	APPLETON	WI	UNIT 3	334000	85200	419200	\$ 1,048.00	\$ 1,048.00	\$ 1,048.00
31-5-1101-22	5-1101- 22	400 NORTH LLC		400 NORTH LLC	PRIVATE	400 N RICHMOND ST	APPLETON	WI	UNIT 4	141900	14100	156000	\$ 390.00	\$ 390.00	\$ 390.00
31-5-1139-00	5-1139	PETROLEUM REALTY IV	LLC	PETROLEUM REALTY IV LLC	PRIVATE	226 N RICHMOND ST	APPLETON	WI		34400	104500	138900	\$ 347.25	\$ 347.25	\$ 347.25
31-5-1147-00	5-1147	BOYCE	JAMIE	JAMIE BOYCE	PRIVATE	208 N RICHMOND ST	APPLETON	WI		60300	34700	95000	\$ 237.50	\$ 250.00	\$ 250.00
31-5-1148-00	5-1148	BOYCE	JAMIE	JAMIE BOYCE	PRIVATE	200 N RICHMOND ST	APPLETON	WI		81500	50500	132000	\$ 330.00	\$ 330.00	\$ 330.00
31-5-1148-01	5-1148- 1	BOYCE OLD BRICK	JAMIE	JAMIE BOYCE OLD BRICK	PRIVATE	204 N RICHMOND ST	APPLETON	WI		66300	14700	81000	\$ 202.50	\$ 250.00	\$ 250.00
31-5-1158-00	5-1158	PROPERTIES	LLC	PROPERTIES LLC	PRIVATE	110 N RICHMOND ST	APPLETON	WI		489100	630900	1120000	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
31-5-1159-00	5-1159	HANSEN TRUST	JOHN	JOHN HANSEN TRUST	PRIVATE	638 W COLLEGE AVE	APPLETON	WI		35900	41700	77600	\$ 194.00	\$ 250.00	\$ 250.00

31-5-1160-00	5-1160	SPARKY MARK LLC		SPARKY MARK LLC	PRIVATE	600 W COLLEGE AVE	APPLETON	WI	58800	53500	112300	\$ 280.75	\$ 280.75	\$ 280.75
31-5-1162-00	5-1162	KRUEGER DOUBLE G	SHANE	SHANE KRUEGER DOUBLE G	PRIVATE	602 W COLLEGE AVE	APPLETON	WI	73500	32600	106100	\$ 265.25	\$ 265.25	\$ 265.25
31-5-1163-00	5-1163	PROPERTIES	LLC	FREDERICK PROPERTIES LLC	PRIVATE	604 W COLLEGE AVE	APPLETON	WI	70500	28500	99000	\$ 247.50	\$ 250.00	\$ 250.00
31-5-1164-00	5-1164	VANHANDEL	FREDERICK	FREDERICK VANHANDEL	PRIVATE	606 W COLLEGE AVE	APPLETON	WI	82500	24300	106800	\$ 267.00	\$ 267.00	\$ 267.00
31-5-1165-00	5-1165	VANHANDEL INVESTMENT	FREDERICK	VANHANDEL INVESTMENT	PRIVATE	610 W COLLEGE AVE	APPLETON	WI	88400	20200	108600	\$ 271.50	\$ 271.50	\$ 271.50
31-5-1166-00	5-1166	CREATIONS	LLC	CREATIONS LLC	PRIVATE	612 W COLLEGE AVE	APPLETON	WI	86700	16300	103000	\$ 257.50	\$ 257.50	\$ 257.50
31-5-1167-00	5-1167	ASCHENBRENER	JAMES	JAMES ASCHENBRENER	PRIVATE	614 W COLLEGE AVE	APPLETON	WI	63900	15100	79000	\$ 197.50	\$ 250.00	\$ 250.00
31-5-1168-00	5-1168	YDE	JOHN	JOHN YDE	PRIVATE	616 W COLLEGE AVE	APPLETON	WI	54500	11000	65500	\$ 163.75	\$ 250.00	\$ 250.00
31-5-1169-00	5-1169	BARQUET-LEYTE GNI OF APPLETON	ANTAR	ANTAR BARQUET- LEYTE	PRIVATE	618 W COLLEGE AVE	APPLETON	WI	30900	9700	40600	\$ 101.50	\$ 250.00	\$ 250.00
31-5-1173-00	5-1173	LLC		LLC	PRIVATE	700 W COLLEGE AVE	APPLETON	WI	1409300	790700	2200000	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00
31-5-1184-00	5-1184	CHRISTENSEN LAND CO		CHRISTENSEN LAND CO	PRIVATE	137 N RICHMOND ST	APPLETON	WI	410700	227200	637900	\$ 1,594.75	\$ 1,594.75	\$ 1,594.75
31-5-1212-00	5-1212	MAY REVOCABLE TRUST	JOHN	JOHN MAY REVOCABLE TRUST	PRIVATE	900 W COLLEGE AVE	APPLETON	WI	864000	231000	1095000	\$ 2,737.50	\$ 2,737.50	\$ 2,737.50
31-5-1216-00	5-1216	CAPITAL CREDIT UNION		CAPITAL CREDIT UNION	PRIVATE	926 W COLLEGE AVE	APPLETON	WI	455000	243300	698300	\$ 1,745.75	\$ 1,745.75	\$ 1,745.75
31-5-1918-00	5-1918	500 W FRANKLIN STREET	LLC	500 W FRANKLIN STREET LLC	PRIVATE	500 W FRANKLIN ST	APPLETON	WI	155100	69900	225000	\$ 562.50	\$ 562.50	\$ 562.50
31-5-2226-01	5-2226-1	GRISHABER	FRANK	FRANK GRISHABER	PRIVATE	407 W FRANKLIN ST	APPLETON	WI	30800	39800	70600	\$ 176.50	\$ 250.00	\$ 250.00

Appendix G

Map of District



DOWNTOWN

4925
Public
Parking
Stalls

6146

HOUSEHOLDS
within one mile

70
Retail
Stores

Months
of Farm
Market

7500
EMPLOYEES

12

WORLD-CLASS

2000
PERFORMING

SEAT
ARTS CENTER

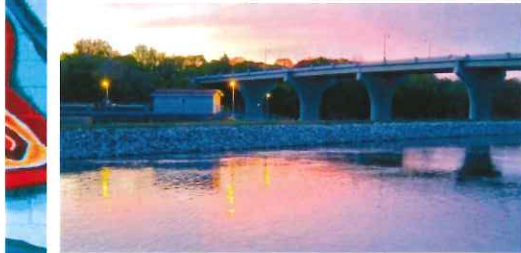
10 Attractions &
Museums

470 HOTEL
ROOMS

65 **18**
RESTAURANTS
COFFEE SHOPS
PUBS & CLUBS

110+ Community
EVENTS

Welcoming **500,000+** Visitors



1530 LAWRENCE
UNIVERSITY
STUDENTS

FROM 43 DIFFERENT
COUNTRIES

65,000 SQ. FT. **COMING SOON**
EXHIBITION CENTER

*The Perfect Space
for Your Business!*

ONE GREAT PLACE



Appleton
DOWNTOWN
incorporated

& BUSINESS IMPROVEMENT DISTRICT

2015 ANNUAL REPORT

CREATING A VIBRANT & ACCESSIBLE DESTINATION

2015 was an exciting year for ADI and for downtown Appleton. Downtown saw major progress in the completion of the city parking study, the initiation of the mobility (traffic) study, significant progress on the exhibition center, continuing work on the library, and the beginning of a revisit to the City of Appleton's long range plan being funded cooperatively by the city and ADI. We have seen both new businesses open and some existing businesses relocate or expand. The vision for downtown continues to develop and more importantly **the realization of that vision is steadily progressing.**

The board of ADI had a retreat several months ago. We re-examined our mission by asking ourselves what it is that we do best. How do we make downtown a vibrant and accessible destination for business, learning, living and leisure? We concluded that most of our efforts and **success revolves around bringing people downtown, and our programs to do that continue to grow.** Our year-round Farm Market, the fabulous Summer Concert Series, Death by Chocolate, Soup Walk, Mini Golf On The Town, and our Holiday Fun Fest drew record numbers of people into downtown. We continue to support the incredibly successful Mile of Music which now draws thousands of people from all over Wisconsin and beyond.

The early growth and success of Creative Downtown Appleton, Inc. has also been exciting. From the renovation of the parklet, to the generation of public murals, Creative Downtown has helped our downtown to be an even more

pleasant and artistic destination. We also helped local artists through our support of the new ARTiculture program. Creative Downtown is really having an impact in making our downtown **ONE GREAT PLACE**, the new brand we unveiled at our 2015 Annual Dinner.

Finally, the year has also seen exciting changes in the structure of ADI itself. We have restructured our personnel and job responsibilities to allow us to be more successful in both improving our current programs and expanding our efforts to bring yet more people to our downtown. We have also added new positions to our staff and have developed a very ambitious budget aimed at insuring our continued growth and success. Of course we are always **extremely appreciative of our business partners, our sponsors, and the many volunteers who make our success possible.**

The Fox Cities is in competition with other urban communities, both within Wisconsin and outside. Our vibrant downtown is the hub of what makes our greater community such an attractive destination for both a talented workforce and new businesses. At ADI we take our responsibility seriously to continue to make our downtown ONE GREAT PLACE.



John Peterson
President of the Board

2016 GOAL: BUILD AN EVEN GREATER PLACE!

The addition of an Exhibition Center to our district brings excitement, opportunity and focus to our work to support the growth of the Central Business District.

Support entrepreneurship and promote a vital business climate

- Participate in Downtown Plan update including a current market study, public art plan, recruitment strategies to enhance the growth of the district
- Administer BID Grant programs: business recruitment, façade and signage improvements and marketing
- Retention and recruitment efforts to support a strong mixed use commercial district

Enhance Downtown's urban design, accessibility, inclusiveness and walkability through placemaking initiatives

- Develop and launch the Downtown CARE Maintenance program
- Participate in community inclusiveness program and support accessibility in the district
- Continue placemaking efforts that include public art, gathering spaces, pop-up exhibits and more

Promote Downtown as a tourism attraction and enhance the visitor experience through a strong unified brand

- Produce a brand video series featuring the businesses and people that make Downtown One Great Place
- Work with the Fox Cities Convention and Visitor's Bureau and the Radisson Paper Valley Hotel to promote the Exhibition Center
- Produce and support more than 100 community events hosted in Downtown

Support the attraction and development of residential density and enhance downtown's livability

- Work with the newly formed Downtown neighborhood district to identify amenities and improvements that will support residential growth
- Engage Downtown residents in the downtown plan update process and new neighborhood initiatives



2015 ADI & BID HIGHLIGHTS

ECONOMIC DEVELOPMENT SUPPORT

- 24 new businesses
- 11 business recruitment grants*
- 25 façade improvement grants supported \$53,425 in building and signage improvements*
- 28 marketing grants*
- 5 businesses relocated and expanded within the district
- Exhibition Center advocacy to support approval
- City parking and mobility study participation

CLEAN, SAFE AND FRIENDLY

- General sidewalk cleaning*
- Flowers for the planters on College Ave.*
- Washington Square neighborhood monitor*
- Valley Transit partnership to provide the Downtown Trolley

*BID funding contributed

COMMUNICATION AND MARKETING BY THE NUMBERS*

- One Great Place brand development
- New mobile-friendly website
- 25,000 Downtown Guides
- 3,000 Trolley brochures
- 10,000 Holiday guides
- 5,500 Summer pocket guides
- 7,500 Bag stuffers
- 7,500 Coupon books
- 993 Blog posts
- 70,871 Website visits
- 22,109 Facebook likes
- 6,609 Twitter followers
- 468 Instagram followers
- 4,126 Eblast recipients
- 1,700+ Paid image promotional ads

110 COMMUNITY EVENTS WELCOMING MORE THAN 500,000 VISITORS

CREATIVE DOWNTOWN APPLETON INC. & PLACEMAKING

- Parklet Place renovation
- Public art murals, community paintings and photo contest
- Art on the Town and Holiday Fun Fest
- Houdini Plaza community chairs
- Partnership projects with the City of Appleton, ARTiculture, Mile of Music and Sculpture Valley

2015 PLACEMAKERS

Angels Forever/Windows of Light
Karen Bruno & Mark Scheffler
Jamie Cartwright & Fanny Lau
Andrew Dane
Joshua Dukelow
Fox Valley Chorus of Sweet Adelines, Intl.
Janelle Fuhrmann
Trevor & Carol Frank
Travis & Shannon Full
Karen Harkness
Tom Hanks
John & Barb Hendrickson
Joe Martin
Alison Mayer
Charles Ollila
Bonnie & Joe Pankratz
Sarah Riley & Joel Christopher
Kathryn & Michael Sahli
Rich & Joan Schmidt
Joseph Simmons
Anthony Snyder
Spats Food & Spirits
Gloria Springer
Monica Stage
Jennifer & Jay Stephany
Renee Torzala
Maria Van Laanen
Elizabeth Watson
Will & Pam Weider
Anne & Bruce Wiegman
Christine & Todd Williams

2015 BID YEAR IN REVIEW

	PROPOSED 2016 BUDGET	2015 BID ACTUAL
Total Assessments	\$193,125	\$192,683
Carryover	\$7,452	\$2,567
Actual interest earned		\$722
Total	\$200,577	\$195,972
EXPENSES		
Wages	\$37,500	\$41,334
Security Services	\$2,700	\$2,402
Administrative	\$7,000	\$7,516
BID Audit	\$2,500	\$2,500
Marketing and Printing	\$87,000	\$84,720
Façade Grants	\$20,000	\$16,500
Sidewalk/Maintenance	\$9,125	\$12,398
Marketing Grants	\$10,000	\$6,910
Business Recruitment	\$7,300	\$3,940
Recruitment Grants	\$10,000	\$10,445
Total Expenses	\$193,125	\$188,665
Carry Over		\$7,307

BID Property Data

Total assessed value of BID properties: \$120,855,100

Value comparison to previous year is an .8% reduction in total assessed value

205 BID Properties containing 426 total units

79% Occupancy rate: 337 units

21% Vacancy rate: 89 units

Vacancy rate increased by 1% over previous year

BID Property Classification





APPLETON DOWNTOWN, INC. AND CREATIVE DOWNTOWN APPLETON, INC. BOARD OF DIRECTORS

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Monica Stage, *City of Appleton*

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APPLETON DOWNTOWN, INC. STAFF

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EXECUTIVE DIRECTOR

Anne Wiegman
MARKETING DIRECTOR

Djuanna Hugdahl
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Thank you to the photographers and artists whose work appears in this report and graces the walls, sidewalks, windows and public spaces of our downtown.



#onegreatplace    

appletondowntown.org

Appleton Downtown Inc.
Creative Downtown Appleton Inc.
Business Improvement District
116 N. Appleton St.
Appleton, WI 54911
920-954-9112
Fax 920-954-0219
info@appletondowntown.org

CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT
Appleton, Wisconsin

COMMUNICATION TO THOSE CHARGED
WITH GOVERNANCE AND MANAGEMENT

As of and for the Year Ended December 31, 2015

APPLETON BUSINESS IMPROVEMENT DISTRICT

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Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

May 27, 2016

To the Board of Directors
Appleton Business Improvement District
Appleton, Wisconsin

We have completed the financial audit for the Appleton Business Improvement District for the year ending December 31, 2015. This document includes a Two Way Communication Regarding Your Audit. We have also included informational points that we would like to bring to your attention which are located on page 4. These points are not considered material weaknesses or significant deficiencies. This document concludes with a Required Communication to Those Charged with Governance of the Appleton Business Improvement District.

We appreciate our working relationship with the Appleton Business Improvement District and are happy to discuss any of the matters outlined in this letter in further detail.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

A handwritten signature in black ink, appearing to read "Carla A. Gogin", is written over a light blue horizontal line.

Carla A. Gogin, CPA, Partner

OTHER COMMUNICATIONS TO THOSE CHARGED WITH GOVERNANCE

TWO WAY COMMUNICATION REGARDING YOUR AUDIT

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - > Identify types of potential misstatements.
 - > Consider factors that affect the risks of material misstatement.
 - > Design tests of controls, when applicable, and substantive procedures.

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs.

- c. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the district board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- e. Have you had any significant communications with regulators or grantor agencies?
- f. Are there other matters that you believe are relevant to the audit of the financial statements?

TWO WAY COMMUNICATION REGARDING YOUR AUDIT (cont.)

Also, is there anything that we need to know about the attitudes, awareness, and actions of the district concerning:

- a. The district's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may perform preliminary audit work during the months of October-December, and sometimes early January. Our final fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

**COMMUNICATION OF INFORMATIONAL POINTS TO MANAGEMENT THAT ARE
NOT MATERIAL WEAKNESSES OR SIGNIFICANT DEFICIENCIES**

INFORMATIONAL POINTS

GOVERNMENT FRAUD PREVENTION AND DETECTION: NOW IS THE TIME TO ACT

When it comes to preventing and detecting fraud in government, being proactive is critical. In fact, government is the second most likely industry to be impacted by fraud. According to the audit standards, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management. To get started, your government should conduct a fraud risk assessment to identify where and how fraud might occur and what individuals may be in a position to commit fraud. Once you've identified your entity's fraud risk areas, the next step is to develop a fraud risk assessment and investigation policy.

As you begin your fraud risk assessment or develop tools to prevent and detect fraud, it is important to keep in mind the following information provided by the Association of Certified Fraud Examiners:

- > Misappropriation of assets accounts for 80 percent of fraud
- > The primary internal control weaknesses observed are lack of internal controls, lack of management review, override of existing internal controls and poor tone at the top
- > A tip is the most effective tool to catch a fraudster followed by management review
- > The professional requirements and objectives of a financial audit are different than a forensic audit. Due to the nature of a financial audit, less than 10 percent of frauds have been discovered as a result of a financial audit conducted by an independent accounting firm.

If your government has not gone through a fraud risk assessment or does not have a plan to prevent and detect fraud, we recommend that this be done and then updated on a regular basis. We are available to assist you with this process.

NEW RESOURCES FOR STATE AND LOCAL GOVERNMENT BOARDS

In recent years, our clients have told us that the roles of their board members have become increasingly demanding. Expectations and accountability are at all-time high and the knowledge required to be an effective board member is substantial. For these reasons, we have compiled a number of resources dedicated to educating state and local government board members. Go to our website www.bakertilly.com and click on the State and Local Government page.

Included in the "insights" section at the bottom of the State and Local Government page are four quick-hitting, informative videos:

1. Government financial statements 101
2. Understanding your government's fraud risk
3. Financial ratios and benchmarks
4. Fund balance and other financial policies

Also included are links to other videos, case studies and news / events that you might find of interest.

We encourage you to subscribe to our complimentary newsletter "Government Connection" to stay abreast of the latest issues impacting state and local governments. You can do so by clicking on the "subscribe" button and indicating "State and Local Government" as an area of interest on the subscription form. Also, if you or your board members have suggested topics to feature on our Board Governance webpage or Government Connection newsletter, we invite you to submit your ideas in person or online.

REQUIRED COMMUNICATIONS BY THE AUDITOR TO THOSE CHARGED WITH GOVERNANCE

To the Board of Directors
Appleton Business Improvement District
Appleton, Wisconsin

We have completed our audit of the financial statements of the Appleton Business Improvement a component unit of the City of Appleton, Wisconsin as of December 31, 2015 and have issued our report thereon dated May 27, 2016. This letter presents communications required by our professional standards.

***OUR RESPONSIBILITY UNDER AUDITING STANDARDS
GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA***

The objective of a financial statement audit is the expression of an opinion on the financial statements. We conducted the audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements prepared by management with your oversight are free of material misstatement, whether caused by error or fraud. Our audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities.

As part of the audit we obtained an understanding of the Appleton Business Improvement District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. The audit was not designed to provide assurance on internal control or to identify deficiencies in internal control.

OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS

Our responsibility does not extend beyond the audited financial statements identified in this report. We do not have any obligation to and have not performed any procedures to corroborate other information contained in client prepared documents, such as official statements related to debt issues.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to the district in our 2014 Communication to Those Charged with Governance and Management dated June 8, 2015.

QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Appleton Business Improvement District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Appleton Business Improvement District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

To the Board of Directors
Appleton Business Improvement District

QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES (cont.)

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Financial Statement Disclosures

The disclosures in the notes to the financial statements are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing our audit.

CORRECTED AND UNCORRECTED ADJUSTMENTS

Professional standards require us to accumulate all known and likely misstatement identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

There were no such misstatements identified.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter. This letter follows the required communication.

INDEPENDENCE

We are not aware of any relationships between Baker Tilly Virchow Krause, LLP and the Appleton Business Improvement District that, in our professional judgment, may reasonably be thought to bear on our independence.

To the Board of Directors
Appleton Business Improvement District

INDEPENDENCE (cont.)

Relating to our audit of the financial statements of the Appleton Business Improvement District for the year ended December 31, 2015, Baker Tilly Virchow Krause, LLP hereby confirms that we are, in our professional judgment, independent with respect to the Appleton Business Improvement District in accordance with the Code of Professional Conduct issued by the American Institute of Certified Public Accountants. We provided no services to the Appleton Business Improvement District other than audit services provided in connection with the audit of the current year's financial statements and non-audit services consisting of financial statement preparation which in our judgment do not impair our independence.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Appleton Business Improvement District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

RESTRICTION ON USE

This information is intended solely for the use of the board of directors and management and is not intended to be, and should not be, used by anyone other than the specified parties.

We welcome the opportunity to discuss the information included in this letter and any other matters. Thank you for allowing us to serve you.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 27, 2016

MANAGEMENT REPRESENTATIONS



"...meeting community needs...enhancing quality of life."

May 27, 2016

Baker Tilly Virchow Krause, LLP
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

Dear Baker Tilly Virchow Krause, LLP:

We are providing this letter in connection with your audit of the basic financial statements of the City of Appleton Business Improvement District (BID) as of December 31, 2015 and December 31, 2014 and for the years then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of the BID and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.
2. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, if any, are reasonable.

6. All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
7. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
8. There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
9. Guarantees, whether written or oral, under which the BID is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of Appleton Business Improvement District or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.
12. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
13. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
14. We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
15. There are no known related parties or related party relationships and transactions of which we are aware.

Other

16. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
17. We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

18. The BID has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
19. We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
20. There are no:
- a. Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
21. In regards to the nonattest services performed by you listed below; we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.
- a. Financial statement preparation
- None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.
22. The City of Appleton Business Improvement District (BID) has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
23. The City of Appleton Business Improvement District (BID) has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
24. The financial statements properly classify all funds and activities.
25. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
26. The City of Appleton Business Improvement District (BID) has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.
27. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
28. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
29. Deposits and investment securities are properly classified as to risk, and investments are properly valued. Collateralization agreements with financial institutions, if any, have been properly disclosed.

30. We have appropriately disclosed the City of Appleton Business Improvement District (BID)'s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.

Sincerely,


City of Appleton Business Improvement District (BID)

Signed:



Tony Saucerman, City of Appleton Finance Director

Signed:



Jennifer Stephany, Executive Director of ADI

**CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT**

(A Component Unit of the City of Appleton)
Appleton, Wisconsin

FINANCIAL STATEMENTS

Including Independent Auditors' Report

As of and for the Years Ended December 31, 2015 and 2014



BAKER TILLY

Candor. Insight. Results.

**CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT**

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Appleton Business Improvement District
Appleton, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the Appleton Business Improvement District, a component unit of the City of Appleton, Wisconsin, as of and for the years ended December 31, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the Appleton Business Improvement District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Appleton Business Improvement District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Appleton Business Improvement District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors
Appleton Business Improvement District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Appleton Business Improvement District as of December 31, 2015 and 2014, and the changes in financial position and cash flows and budgetary comparison for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated May 27, 2016 on our tests of its compliance with Wisconsin State Statutes Section 66.1109. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 27, 2016

**CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF NET POSITION
As of and for the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash and investments	\$ 152,578	\$ 164,651
Accounts receivable	<u>60,374</u>	<u>70,407</u>
Total Assets	<u>212,952</u>	<u>235,058</u>
LIABILITIES		
Accounts payable	<u>12,627</u>	<u>39,806</u>
Total Liabilities	<u>12,627</u>	<u>39,806</u>
DEFERRED INFLOWS OF RESOURCES		
Unearned revenue	<u>193,125</u>	<u>192,684</u>
NET POSITION		
Unrestricted	<u>7,200</u>	<u>2,568</u>
TOTAL NET POSITION	<u>\$ 7,200</u>	<u>\$ 2,568</u>

See accompanying notes to financial statements.

CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
NET POSITION - ACTUAL AND BUDGET
For the Years Ended December 31, 2015 and 2014

	2015		2014	
	Original and Final Budget	Actual	Final Budget	Actual
OPERATING REVENUES				
Assessments	\$ 192,211	\$ 192,684	\$ 193,130	\$ 193,131
OPERATING EXPENSES				
Operations				
Marketing	88,000		85,000	-
Advertising		84,719	-	83,828
Printing	-	-	-	3,254
Total Marketing	88,000	84,719	85,000	87,082
Administrative	7,000		7,000	
Conferences/workshops/classes	-	-	-	69
Other service contracts	-	252	-	-
Office supplies	-	2,238	-	1,607
Equipment	-	-	-	322
Telephone	-	2,909	-	2,389
Dues, fees, and subscriptions	-	1,400	-	816
Postage	-	362	-	1,008
Facility rent	-	355	-	683
Total Administrative	7,000	7,516	7,000	6,894
Audit and accounting services	2,500	2,500	2,500	2,500
Economic Development Projects				
Sidewalk cleaning/amenities	9,000	12,398	12,130	7,043
Facade grants	20,000	16,845	20,000	20,050
Marketing grant	10,000	6,560	10,000	7,959
Recruitment grant	10,000	10,445	10,000	8,975
Business recruitment	6,000	3,940	7,000	6,205
Total Economic Development Projects	55,000	50,188	59,130	50,232
Contracted services	39,500	43,734	39,500	45,768
Total Expenses	192,000	188,657	193,130	192,476
Operating Income	211	4,027	-	655
NONOPERATING REVENUES				
Investment income	-	605	-	1,874
CHANGE IN NET POSITION	211	4,632	-	2,529
NET POSITION - Beginning of Year	2,568	2,568	39	39
NET POSITION - END OF YEAR	\$ 2,779	\$ 7,200	\$ 39	\$ 2,568

See accompanying notes to financial statements.

**CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF CASH FLOWS
For the Years Ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Received from customers	\$ 203,158	\$ 186,639
Payments to suppliers	<u>(215,836)</u>	<u>(159,820)</u>
Net Cash Provided by (Used for) Operating Activities	<u>(12,678)</u>	<u>26,819</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income	<u>605</u>	<u>1,874</u>
Net Change in Cash and Cash Equivalents	(12,073)	28,693
CASH AND CASH EQUIVALENTS, Beginning	<u>164,651</u>	<u>135,958</u>
CASH AND CASH EQUIVALENTS, ENDING	<u>\$ 152,578</u>	<u>\$ 164,651</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES		
Operating Income	\$ 4,027	\$ 655
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used for) Operating Activities		
Changes in Assets and Liabilities		
Accounts receivable	10,033	(6,045)
Accounts payable	(27,179)	32,656
Unearned revenue	<u>441</u>	<u>(447)</u>
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	<u>\$ (12,678)</u>	<u>\$ 26,819</u>
NONCASH ACTIVITIES		
None.		

See accompanying notes to financial statements.

CITY OF APPLETON BUSINESS IMPROVEMENT DISTRICT

NOTES TO FINANCIAL STATEMENTS As of and for the Years Ended December 31, 2015 and 2014

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Appleton's Business Improvement District (the "district") conform to accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Government Auditing Standards Board (GASB).

A. DESCRIPTION OF REPORTING ENTITY

This report contains the financial information of the City of Appleton's Business Improvement District, which is a component unit of the City of Appleton, Wisconsin.

The district was created under the provisions of Wisconsin Statute Section 66.1109. It is the purpose of that section to authorize municipalities to create one or more business improvement districts to allow businesses within those districts to develop, manage, and promote the districts and to establish an assessment method to fund these activities.

The district is a legal entity separate and distinct from the City of Appleton, Wisconsin. The district is governed by a nine member board appointed and approved by the city council. The members serve staggered, two-year terms. A majority of the board members shall own or occupy real property in the district.

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to the district is determined by its measurement focus. The transactions of the district are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operations are included on the statement of net position. Net position is segregated into "net investment in capital assets"; "restricted"; and "unrestricted" components.

The statement of net position and statement of revenues, expenses, and changes in net position are reported using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Assessments are levied upon all property within the district and are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and unearned revenue. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

The district distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the district are charges to the district members. Operating expenses for the district include salaries and wages, operation and maintenance, business development and promotions. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**CITY OF APPLETON
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Years Ended December 31, 2015 and 2014

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS (cont.)

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

C. SPECIAL ASSESSMENT METHOD

The district is authorized to levy special assessments to fund its operations. The method of levy is based on assessed valuation of all real property within the district except property used exclusively for residential and manufacturing purposes.

D. DEFERRED INFLOWS OF RESOURCES

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resource (revenue) until that future time.

E. EQUITY CLASSIFICATIONS

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the district’s policy to use restricted resources first, then unrestricted resources as they are needed.

F. CLAIMS AND JUDGMENTS

Claims and judgments are recorded as expenses when the related liabilities are incurred.

G. OPERATING PLAN BUDGET

The budgetary information is derived from the annual operating plan budget and is presented using the same basis of accounting as described in Note 1.B.

CITY OF APPLETON BUSINESS IMPROVEMENT DISTRICT

NOTES TO FINANCIAL STATEMENTS
As of and for the Years Ended December 31, 2015 and 2014

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

H. COMPARATIVE DATA

Certain amounts presented in the prior year may have been reclassified in order to be consistent with the current year's presentation.

NOTE 2 – DEPOSITS AND INVESTMENTS

For purposes of the statement of cash flows. The district considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

The district has not adopted an investment policy, but invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The district's deposits and investments were comprised of the following at December 31, 2015:

	<u>Carrying Value</u>	<u>Bank Balance</u>	<u>Associated Risks</u>
Demand deposits	\$ 152,578	\$ 152,578	Custodial credit risk

The district's deposits and investments were comprised of the following at December 31, 2014:

	<u>Carrying Value</u>	<u>Bank Balance</u>	<u>Associated Risks</u>
Demand deposits	\$ 164,651	\$ 164,651	Custodial credit risk

The district, which is treated similar to a fund of the city, maintains separate and common cash and investment accounts at the same financial institutions utilized by the city. Federal depository insurance and the State of Wisconsin Guarantee Fund insurance apply to the city as an individual municipality and, accordingly, the amount of insured funds is not determinable for the district.

Custodial Credit Risk

Deposits – Custodial credit risk is the risk that in the event of a financial institution failure, the district's deposits may not be returned to the district.

The district's deposits are invested in a cash and investments pool maintained by the City of Appleton government. See the City of Appleton's financial statements for further information.



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE

To the Board of Directors
Appleton Business Improvement District
Appleton, Wisconsin

We have audited the financial statements of the Business Improvement District (BID), a component unit of the City of Appleton, Wisconsin as of and for the years ended December 31, 2015 and 2014 and have issued our report thereon dated May 27, 2016. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In connection with our audit, nothing came to our attention that caused us to believe that the BID failed to comply with Wisconsin State Statutes Section 66.1109, insofar as it relates to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the BID's noncompliance with the above referenced statutes, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the BID's Board and management and is not intended to be, and should not be, used by anyone other than the specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 27, 2016