



City of Appleton

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

Meeting Agenda - Final

Appleton Redevelopment Authority Exhibition Center Advisory Committee

Wednesday, July 12, 2017

1:00 PM

Council Chambers

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1011](#) ARA Exhibition Center Advisory Committee Minutes from 5-3-17

Attachments: [ARA Exhibition Center Advisory Committee Minutes 5-3-17.pdf](#)

4. **Public Hearings/Apearances**

[17-1012](#) Any Public Participation

5. **Action Items**

6. **Information Items**

[17-1034](#) Update on Inner Circle and financing

[17-1035](#) Process to confirm Chair and Vice-Chair

Attachments: [ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)
[ARA Exhibition Center Advisory Committee 2016 Appointments.pdf](#)

[17-1029](#) Future Meeting Dates and Times
Wednesday, September 6, 2017 at 1:00 p.m. (Tour of site)
Wednesday, November 1, 2017 at 1:00 p.m.

7. **Adjournment**

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

Any questions about items on this agenda are to be directed to Karen Harkness, Director of Community & Economic Development, at 920-832-6468.

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



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Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

Wednesday, May 3, 2017

1:45 PM

Council Chambers

1. Call meeting to order

Meeting called to order at 1:50 p.m. by Acting Chair Chuck Kuen.

2. Roll call of membership

Present: 12 - Reader, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Van Laanen, Rugland, Seidl and Harkness

Excused: 5 - Downs, Scott, Meyerhofer, Stankowski and Dearborn

Others present:

Aldersperson Kathleen Plank, District #7

Jay Schumerth, Radisson Paper Valley Hotel

3. Approval of minutes from previous meeting

[17-601](#)

ARA Exhibition Center Advisory Committee Minutes from 3-1-17

Attachments: [ARA Exhibition Center Advisory Committee Minutes 3-1-17.pdf](#)

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

Aye: 11 - Reader, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Van Laanen, Rugland and Seidl

Excused: 5 - Downs, Scott, Meyerhofer, Stankowski and Dearborn

Recused: 1 - Harkness

4. Public Hearings/Appealances

[17-602](#)

Any Public Participation

There was no public participation.

[17-603](#) Presentation regarding the exhibition center sales and bookings by Jay Schumerth of the Radisson Paper Valley Hotel

Attachments: [FCEC Advance Booking Summary.pdf](#)

Jay Schumerth gave an update and distributed a handout showing number of bookings received to date and marketing activities completed.

5. Action Items

6. Information Items

[17-605](#) Update on Radisson Paper Valley Hotel renovations

This Presentation was presented and discussed.

[17-604](#) View latest video of the Fox Cities Exhibition Center
[<https://cloud.zastudios.com/index.php/s/PbGK0VONFMu05AI>](https://cloud.zastudios.com/index.php/s/PbGK0VONFMu05AI).

This Presentation was presented.

[17-606](#) Future Meeting Dates and Times
Wednesday, July 5, 2017 at 1:00 p.m.
Wednesday, September 6, 2017 at 1:00 p.m.
Wednesday, November 1, 2017 at 1:00 p.m.

It was decided the Wednesday, July 5 meeting will be moved to Wednesday, July 12 at 1:00 p.m. Karen added this may be a site visit.

[17-607](#) Link to Appleton Redevelopment Authority Agendas, Minutes & Videos
<https://cityofappleton.legistar.com/Calendar.aspx>

This Presentation was presented.

[17-608](#) Process to confirm and/or elect Chair and Vice-Chair

Attachments: [ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)
[ARA Exhibition Center Advisory Committee 2016 Appointments.pdf](#)

This Presentation was discussed, and members were asked if they had interest in serving as Chair or Vice-Chair.

7. Adjournment

**Kaufert moved, seconded by Batley, that the meeting be adjourned at 2:40 p.m.
Roll Call. Motion carried by the following vote:**

Aye: 11 - Reader, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Van Laanen, Rugland and Seidl

Excused: 5 - Downs, Scott, Meyerhofer, Stankowski and Dearborn

Recused: 1 - Harkness

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

ARTICLE 1- NAME

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

ARTICLE 2-PURPOSE AND ORGANIZATION

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

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

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

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

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

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

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

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

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

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

ARA Exhibition Center Advisory Committee 2016 Appointments

Term Started	Term Expires	Committee Member	Represents	Address	Phone	Email
March 2016	2 years January 2018	Dana Reader	City of Appleton	110 N. Richmond St. Appleton WI 54911	920-735-9500	goodcompanyltd@aol.com
January 2016	3 years (initial) January 2019	Chadd Scott Holiday Inn	Town of Grand Chute	150 S. Nicolet Rd. Appleton WI 54914	920-850-6814	cscott@hiappleton.com
January 2016	3 years (initial) January 2019	Dean Kaufert	City of Neenah	211 Walnut St. Neenah WI 54956	920-886-6104	dkaufert@ci.neenah.wi.us
January 2016	3 years (initial) January 2019	Chuck Kuen	Village of Kimberly	132 S. Willow St. Kimberly WI 54136	920-716-4502	ckuen@valleymanagement.com
January 2016	2 years January 2018	Lee Meyerhofer	City of Kaukauna	903 Shamrock Ct. Kaukauna WI 54130	920-360-0400 920-766-0195	lee.meyerhofer@kaukauna-wi.org lisameyerhofer@aol.com
January 2016	2 years January 2018	Mike Vanden Berg	Village of Little Chute	427 Sanitorium Rd. Kaukauna WI 54130	920-851-4983	presidentvandenbergh@littlechutewi.org
January 2016	3 years (initial) January 2019	Thomas Wilde	Town of Neenah	163 Kuettel Ct. Neenah WI 54956	920-725-0014	twilde@new.rr.com
January 2016	2 years January 2018	George Dearborn	Town of Menasha	2000 Municipal Dr. Neenah WI 54956	920-720-7105	gdearborn@town-menasha.com
January 2016	3 years (initial) January 2019	Chuck Gifford Comfort Suites	City of Menasha	1229 Beechwood La. Menasha WI 54952	920-730-3800	cgifford@wiscohoteles.com
January 2016	2 years January 2018	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd. Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
January 2016	3 years (initial) January 2019	Rich Batley Bridgewood Hotel	Hotelier	1000 Cameron Way Neenah WI 54956	920-720-8000	rich@rbhospitality.com
February 2016	2 years January 2018	Char Stankowski Country Inn/Suites	Hotelier (Vice Chair)	130 Patriot Dr. Little Chute WI 54140	920-788-8080	c.stankowski@cisappleton.com
January 2016	3 years (initial) January 2019	Maria Van Laanen President of PAC	Community Member	400 W. College Ave. Appleton WI 54911	920-730-3787	mvanlaanen@foxcitiespac.com
January 2016	2 years January 2018	Walter Rugland Ret. COO of AAL	Community Member	100 W. Lawrence St. Appleton WI 54911	920-830-9999	walterrugland@gmail.com
January 2016	2 years January 2018	Marissa Downs	ARA Member (Chair)	6625 N. Smoketree Pass Appleton WI 54913	920-602-6679	downs@commonwealthco.net
		Pam Seidl	FCCVB Executive Director	3433 W. College Ave. Appleton WI 54914	920-734-3358	pseidl@foxcities.org
Non-voting Advisory member		Karen Harkness	Community/Econ Dev Director	100 N. Appleton St. Appleton WI 54911	920-832-6408	karen.harkness@appleton.org