



City of Appleton

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

Meeting Agenda - Final

Appleton Redevelopment Authority Exhibition Center Advisory Committee

Tuesday, November 13, 2018

1:00 PM

Council Chambers

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-1645](#) ARA Exhibition Center Advisory Committee Minutes from 9-24-18

Attachments: [ARA Exhibition Center Advisory Committee Minutes 9-24-18.pdf](#)

4. Public Hearings/Apearances

[18-1646](#) Any Public Participation

[18-1647](#) Linda Garvey of the Red Lion Hotel Paper Valley presenting the Fox Cities Exhibition Center booking summary, feedback received from groups that have already used the Fox Cities Exhibition Center, and an update on the Red Lion Hotel Paper Valley renovations

Attachments: [FCEC ARA Board Presentation Nov 18.pdf](#)

5. Action Items

6. Information Items

[18-1648](#) Resignation of Char Stankowski, a Hotelier Representative

Attachments: [ResignationfromARA-ECAdvisoryCommittee Stankowski 9-24-18.pdf](#)
[ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)

[18-1649](#) Upcoming Meeting Dates and Times
Tuesday, March 5, 2019 at 1:00 p.m.
Tuesday, September 10, 2019 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

Monday, September 24, 2018

1:00 PM

Council Chambers

RESCHEDULED FROM 9-4-18

1. Call meeting to order

Meeting called to order at 1:04 p.m.

2. Roll call of membership

Present: 13 - Kaufert, Wilde, Gifford, Batley, Van Laanen, Seidl, Harkness, Buckingham, Chairperson Hanna, Vanden Berg, Benz, Stankowski and Rugland

Excused: 5 - Kuen, Reader, Meyerhofer, Dearborn and Downs

Others present:

Linda Garvey, Red Lion Hotel Paper Valley

3. Approval of minutes from previous meeting

[18-0980](#)

ARA Exhibition Center Advisory Committee Minutes from 5-1-18

Attachments: [ARA Exhibition Center Advisory Committee Minutes 5-1-18.pdf](#)

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

Aye: 10 - Kaufert, Gifford, Batley, Van Laanen, Seidl, Buckingham, Vanden Berg, Benz, Stankowski and Rugland

Excused: 5 - Kuen, Reader, Meyerhofer, Dearborn and Downs

Abstained: 1 - Wilde

Recused: 2 - Harkness and Chairperson Hanna

4. Public Hearings/Appealances

[18-0981](#)

Any Public Participation

There was no public participation.

[18-0982](#)

Linda Garvey of the Red Lion Paper Valley Hotel presenting the Fox Cities Exhibition Center booking summary, feedback received from groups that have already used the Fox Cities Exhibition Center, and an update on the Red Lion Paper Valley Hotel renovations

Attachments: [FCEC ARA Board Presentation August 2018.pdf](#)

This Appearance was presented and discussed.

5. Action Items

6. Information Items

[18-0983](#)

Chair and Vice-Chair of this Committee were elected by Appleton Redevelopment Authority on June 20, 2018; Mayor Hanna is Chair and Marissa Downs is Vice-Chair

Attachments: [ARA Minutes 6-20-18.pdf](#)
[ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)
[ARA Exhibition Center Advisory Committee 2016 Appointments-May 2018.pdf](#)

This Presentation was presented.

[18-0984](#)

Upcoming Meeting Date and Time
Tuesday, November 13, 2018 at 1:00 p.m. (Changed from Tues. Nov. 6 at 1:00 p.m. due to Election Day)

This Presentation was presented.

7. Adjournment

Seidl moved, seconded by Benz, that the meeting be adjourned at 1:25 p.m.

Roll Call. Motion carried by the following vote:

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

Excused: 5 - Kuen, Reader, Meyerhofer, Dearborn and Downs

Recused: 2 - Harkness and Chairperson Hanna



[illegible]

Red Lion Hotel Paper Valley Updates since October

- New carpet in meeting rooms and pre-function space with exception of ballroom. Ballroom will be complete over Thanksgiving.
- All sleep number beds have been replaced with Simmons Beautyrest.
- New signage approved to allow Paper Valley Hotel on the front of the building and Red Lion on the West Wing. All in production and still a couple weeks out.





September 24, 2018

Mayor Tim Hanna
Karen Harkness
City of Appleton
100 N. Appleton Street
Appleton, WI 54911

Dear Tim and Karen,

I am not sure if you are aware, but I have been in transition for a number of months moving toward retirement. I have after much reflection, decided to tender my resignation from the ARA Exposition Center Advisory Board.

I will be leaving the Fox Cities (which has been my home since the early 80's) and will be relocating to the Wausau area. I feel it is best to take this step now, so you can fill my position before the beginning of next year.

It has been a privilege to serve on this board, and will miss being part of it. Thank you for the opportunity to serve the community in this way.

Respectfully,

A handwritten signature in black ink that reads "Char Stankowski". The signature is written in a cursive, flowing style.

Char Stankowski

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.