



# City of Appleton

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

## Meeting Agenda - Final Appleton Redevelopment Authority

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Monday, November 19, 2018

9:00 AM

Council Chambers, 6th Floor

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### SPECIAL

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

[18-1679](#) ARA Minutes from 10-11-18

Attachments: [ARA Minutes 10-11-18.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[18-1680](#) Request to approve the purchase of a commercial floor machine for the Fox Cities Exhibition Center at a cost not to exceed \$11,395.05

Attachments: [FCEC Commercial Floor Machine Memo.pdf](#)

[Email Thread FCEC Commercial Floor Machine.pdf](#)

[Tartan Supply Floor Machine Quote.pdf](#)

### 6. Information Items

[18-1682](#) Update on 222 N. Oneida Street

[18-1683](#) Report on meeting of ARA Exhibition Center Advisory Committee held on November 13, 2018

Attachments: [ARA Exhibition Center Advisory Committee Minutes 11-13-18.pdf](#)

[18-1685](#) 2019 ARA Budget Adopted by Common Council on November 14, 2018

Attachments: [2019 CIP Appleton Redevelopment Authority Budget.pdf](#)

## 7. Adjournment

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

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

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



# City of Appleton

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

## Meeting Minutes - Final Appleton Redevelopment Authority

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Thursday, October 11, 2018

10:00 AM

Council Chambers, 6th Floor

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### SPECIAL-RESCHEDULED FROM 10-10-18 AT 10:00 AM

1. Call meeting to order

Meeting called to order at 10:00 a.m.

2. Roll call of membership

**Present:** 5 - Higgins, Downs, Fisher, Brokl and Woodford

**Excused:** 2 - Van Dyke and Alderperson Coenen

3. Approval of minutes from previous meeting

[18-1433](#)

ARA Minutes from 6-20-18

**Attachments:** [ARA Minutes 6-20-18.pdf](#)

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

**Aye:** 5 - Higgins, Downs, Fisher, Brokl and Woodford

**Excused:** 2 - Van Dyke and Alderperson Coenen

4. Public Hearings/Appealances

5. Action Items

6. Information Items

[18-1436](#)

Update on 222 N. Oneida Street

**Attachments:** [222 N Oneida St Update Memo 10-3-18.pdf](#)  
[222 N Oneida St Update Memo 6-14-18.pdf](#)

This item was presented.

[18-1434](#)

Report on meeting of ARA Exhibition Center Advisory Committee held on September 24, 2018

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

This item was presented.

[18-1435](#)

2019 Community & Economic Development Department Budget

**Attachments:** [2019 Budget Overview Letter From Mayor Hanna.pdf](#)  
[2019 CEDD Budget.pdf](#)  
[2019 Housing & Community Development Grants Budget.pdf](#)  
[2019 Community Development Capital Projects Budget.pdf](#)  
[2019 Tax Incremental Financing Districts Budget.pdf](#)  
[2019 CIP Appleton Redevelopment Authority Budget.pdf](#)  
[2019 CIP Southpoint Commerce Park Budget.pdf](#)

This item was presented.

[18-1441](#)

Neighborhood Program Fall Meeting

**Attachments:** [NeighborhoodProgramFallMeeting2018\\_Flyer.pdf](#)

This item was presented.

## 7. Adjournment

Fisher moved, seconded by Higgins, that the meeting be adjourned at 10:25 a.m. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Higgins, Downs, Fisher, Brokl and Woodford

**Excused:** 2 - Van Dyke and Alderperson Coenen



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

## MEMORANDUM

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TO: Appleton Redevelopment Authority (ARA)

FROM: Karen Harkness, Director of Community & Economic Development

DATE: November 9, 2018

RE: Fox Cities Exhibition Center (FCEC) Commercial Floor Machine

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On Wednesday, November 7, 2018, the FCEC management notified the City that the commercial floor machine being used at the FCEC was broken beyond repair.

Inner Circle had replaced the floor machine at the hotel last year with the intention of keeping that machine as a spare. However, since the Furniture, Fixtures and Equipment (FF & E) for the FCEC has not yet been fully funded, Inner Circle moved and used the old floor machine at the FCEC. The old machine has been used at the FCEC for 10 months, and it is now broken beyond repair.

The specialty floor at the FCEC must be scrubbed and cleaned regularly, maintained for events, and kept in good condition as to preserve its lifecycle.

Upon completion of the bonding in May 2018, ARA owns the Fox Cities Exhibition Center (FCEC). As the owner of the FCEC, City Staff recommends the purchase of a commercial floor machine at a cost not to exceed \$11,395.05, in order to keep the specialty finish on the exhibit floor clean and in good shape.

If you have any questions, please contact me at [karen.harkness@appleton.org](mailto:karen.harkness@appleton.org) or 832-6408.

## Brenda Broeske

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**From:** Karen Harkness  
**Sent:** Friday, November 9, 2018 1:20 PM  
**To:** Brenda Broeske  
**Subject:** FW: Urgent Need  
**Attachments:** doc01528220181107141501.pdf

Brenda,

Please attach this email thread to the ARA Agenda.

Thanks,

K\*

Karen Harkness  
Director, Community and Economic Development  
100 N. Appleton Street  
Appleton, Wi. 54911  
Office 920-832-6408  
Cell 920-209-9520

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**From:** Linda Garvey [mailto:[lgarvey@appletonpvh.com](mailto:lgarvey@appletonpvh.com)]  
**Sent:** Wednesday, November 7, 2018 2:19 PM  
**To:** Karen Harkness <[Karen.Harkness@Appleton.org](mailto:Karen.Harkness@Appleton.org)>; Dean Gazza <[Dean.Gazza@Appleton.org](mailto:Dean.Gazza@Appleton.org)>  
**Subject:** RE: Urgent Need

Karen,

This is a quote from Tartan Supply dated June 27<sup>th</sup> with a price of \$11,395.95, this is a price drop from their original quote of \$12,995 on June 20<sup>th</sup>. There is not a date in the 'valid until' section of the quote.

**Linda Garvey** | Hotel GM  
T 9207338000ext1660 | [lgarvey@appletonpvh.com](mailto:lgarvey@appletonpvh.com)

**Red Lion Hotel Paper Valley**  
333 W College Ave Appleton WI 54911 US  
[redlion.com](http://redlion.com) | [Facebook](#) | [Twitter](#)



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**From:** Karen Harkness [mailto:[Karen.Harkness@Appleton.org](mailto:Karen.Harkness@Appleton.org)]  
**Sent:** Wednesday, November 07, 2018 2:11 PM  
**To:** Dean Gazza <[Dean.Gazza@Appleton.org](mailto:Dean.Gazza@Appleton.org)>; Linda Garvey <[lgarvey@appletonpvh.com](mailto:lgarvey@appletonpvh.com)>  
**Subject:** RE: Urgent Need

Linda,

Thank you for your email.

Have you secured bids/quotes for the commercial floor machine?

Can you please forward as documentation of pricing?

Once I receive that, I will talk with the Mayor and Tony.

I appreciate you letting us know your situation.

K\*

Karen Harkness  
Director, Community and Economic Development  
100 N. Appleton Street  
Appleton, Wi. 54911  
Office 920-832-6408  
Cell 920-209-9520

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**From:** Dean Gazza  
**Sent:** Wednesday, November 7, 2018 1:06 PM  
**To:** Linda Garvey <[lgarvey@appletonpvh.com](mailto:lgarvey@appletonpvh.com)>; Karen Harkness <[Karen.Harkness@Appleton.org](mailto:Karen.Harkness@Appleton.org)>  
**Subject:** RE: Urgent Need

Hi Linda,

I will have to defer to Karen as I don't have any knowledge if there is any remaining funding in the project and have not been part of the conversations regarding the funding for FF&E as of late.

One option you may have is a rent to own to avoid the up-front costs, but I am not familiar with or who does that. Maybe Belson in Green Bay.

Have a good afternoon,

Dean

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**From:** Linda Garvey [<mailto:lgarvey@appletonpvh.com>]  
**Sent:** Wednesday, November 07, 2018 12:40 PM  
**To:** Dean Gazza <[Dean.Gazza@Appleton.org](mailto:Dean.Gazza@Appleton.org)>; Karen Harkness <[Karen.Harkness@Appleton.org](mailto:Karen.Harkness@Appleton.org)>  
**Subject:** Urgent Need

Dean and Karen,

I hope this email finds you both doing well. We have an issue I am looking for help with.

The commercial floor machine that is listed on our FF&E needs for the FCEC is needed immediately. Inner Circle replaced the floor machine at the hotel last year with the intention of keeping the old one for a spare. However, due to not having equipment at the FCEC, we wound up taking the old machine over there. That old machine has been used for 10 months at the FCEC and is now broken beyond repair.

Not only do we not have a way to scrub the floors at the FCEC but I don't have a spare for the hotel.

I am requesting an immediate purchase of a new commercial floor machine for the FCEC and the purchase of a good quality used machine to replace the hotel inventory.

Thank you.

**Linda Garvey** | Hotel GM  
T 9207338000ext1660 | [lgarvey@appletonpvh.com](mailto:lgarvey@appletonpvh.com)

**Red Lion Hotel Paper Valley**  
333 W College Ave Appleton WI 54911 US  
[redlion.com](http://redlion.com) | [Facebook](#) | [Twitter](#)







# TartanSupply

FACILITY MAINTENANCE SOLUTIONS  
AND SUPPORT SERVICES

**Tartan Supply Co, Inc.**

3250 N. 126th St.  
Brookfield, WI 53005  
(262) 781-2770  
FAX: (262) 781-2208

**Quotation**

Page 1 of 1

Fox Cities Exhibition Center  
355 W Lawrence Street

Appleton WI 54911

Date 27-Jun-2018 Valid Until

Salesman DBCT Quote 393005  
Terms C.O.D.

Merch Total	\$40,857.22
Taxable Sales	\$40,866.22
Tax	\$2,043.31
	\$0.00
Ship/Handling	\$9.00
Ppd Deposit	\$0.00
<b>Total</b>	<b>\$42,909.53</b>

Description	Item Code	Quantity	Price	Amount
<del>Hydro-Clean 10" Frame</del>	IPCCOPL70200T	1	12.99	\$12.99
<del>Hydro-Clean 10" Green Glass</del>	IPCFRAN01001	1	29.38	\$29.38
<del>Pad 6/pkg</del>				
<del>Hydro-Clean 10" Green Spot Mop</del>	IPCFRAN01108	1	29.38	\$29.38
<del>6/pkg</del>				
Hydro-Clean 25' Telescopic	IPCCL25	1	668.81	\$668.81
Indoor Window Cleaning System				
Hydro-Clean 35' Telescopic	IPCCL35	1	1,271.67	\$1,271.67
Indoor Window Cleaning System				
Hydro-Clean 5' Quick Lock	IPCHC5-QL	1	500.55	\$500.55
Window Cleaning System				
Hydro Tube Filter Kit	BD500409	1	67.81	\$67.81
Hydro Tube: 35" Carbon Lock Kt	IPCHT35	1	3,685.68	\$3,685.68
S/N: <i>was 3148.80 on original quote</i>				
with 45" carbon lock kit				
Rider Scrubber: CT110, 28" w/ <i>- Dropped about \$1,600</i>	IPCCT110BT70P	1	11,395.95	\$11,395.95
Pad Drivers				
S/N:				
Upright Vac: V-LWU-13B,	1236914	1	600.00	\$600.00
Battery				
S/N:				
Rider Sweeper: 1050, 42"	IPCTK1050E-210CH	1	8,300.00	\$8,300.00
210AH Battery, OB Charger				
S/N:				
Rider Sweeper: TK1280E, 48"	IPCTK1280E	1	14,295.00	\$14,295.00
Battery				
S/N: <i>they recommend this one</i>				



# City of Appleton

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## Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

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Tuesday, November 13, 2018

1:00 PM

Council Chambers

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1. Call meeting to order

Meeting called to order at 1:00 p.m.

2. Roll call of membership

**Present:** 11 - Kaufert, Wilde, Batley, Van Laanen, Seidl, Harkness, Chairperson Hanna, Reader, Vanden Berg, Benz and Rugland

**Excused:** 5 - Kuen, Gifford, Meyerhofer, Dearborn and Downs

*Others present:*

*Linda Garvey, Red Lion Hotel Paper Valley*

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](#)

**Van Laanen moved, seconded by Benz, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 9 - Kaufert, Wilde, Batley, Van Laanen, Seidl, Reader, Vanden Berg, Benz and Rugland

**Excused:** 5 - Kuen, Gifford, Meyerhofer, Dearborn and Downs

**Recused:** 2 - Harkness and Chairperson Hanna

4. Public Hearings/Appealances

[18-1646](#)

Any Public Participation

There was no public participation.

**This Appearance was presented and discussed.**

## 5. Action Items

## 6. Information Items

**This Presentation was presented.**

**This Presentation was presented.**

## 7. Adjournment

**Recused:** 2 - Harkness and Chairperson Hanna

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

## PROJECT DESCRIPTION

### Justification:

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial and industrial development.

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River plan chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

This request is for funding Appleton Redevelopment Authority to continue redevelopment of properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for acquisition, demolition and site preparation activities; including infrastructure improvements, planning, consulting and analysis to support redevelopment projects and brownfield mitigation. Due to the confidential nature of the preliminary development stages, the specific locations cannot be shared at this time.

### Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties and the final use for the properties has not been finalized.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
Community Development	Legal, planning, consulting, site acquisition	250,000	-	-	-	250,000	\$ 500,000
	Demolition, site prep, infrastructure	-	250,000	250,000	250,000	-	\$ 750,000
Total - Community Development Capital Projects Fund		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	250,000	-	-	-	250,000	\$ 500,000
Construction	-	250,000	250,000	250,000	-	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -