



City of Appleton

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

Meeting Agenda - Final Appleton Redevelopment Authority

Thursday, February 28, 2019

4:00 PM

Council Chambers, 6th Floor

SPECIAL

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

[19-0242](#) ARA Minutes from 12-12-18

Attachments: [ARA Minutes 12-12-18.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[19-0243](#) The Appleton Redevelopment Authority will go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding certain real property located at 320 E. College Avenue and then reconvene into open session

[19-0262](#) Consider investment of funds to facilitate purchase of 320 E. College Avenue

[19-0244](#) Request to approve one (1) vacated Hotelier Appointment and one (1) Community Member Re-Appointment to the ARA Exhibition Center Advisory Committee

Attachments: [ARA ECAdvCom Vacant Hotelier Appt & Comm Member Re-Appt Memo.pdf](#)
[ResignationfromARA-ECAdvisoryCommittee Stankowski 9-24-18.pdf](#)
[ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)
[ARA Exhibition Center Advisory Committee 2016 Appointments-Feb 2019.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.

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

Meeting Minutes - Final Appleton Redevelopment Authority

Wednesday, December 12, 2018

10:00 AM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

Present: 4 - Van Dyke, Downs, Brokl and Alderperson Coenen

Excused: 3 - Higgins, Fisher and Woodford

3. Approval of minutes from previous meeting

[18-1803](#)

ARA Minutes from 11-19-18

Attachments: [ARA Minutes 11-19-18.pdf](#)

Alderperson Coenen moved, seconded by Brokl, that the Minutes be approved.
Roll Call. Motion carried by the following vote:

Aye: 4 - Van Dyke, Downs, Brokl and Alderperson Coenen

Excused: 3 - Higgins, Fisher and Woodford

4. Public Hearings/Appealances

5. Action Items

[18-1804](#)

Ratify the closing of the Bond Document in recognition of the Quit Claim Deed transferring the Fox Cities Exhibition Center from the City of Appleton to the Appleton Redevelopment Authority

Attachments: [Quit Claim Deed for FCEC Memo 12-6-18.pdf](#)
[QCD ExhibitionCenter May2018.pdf](#)

Alderperson Coenen moved, seconded by Van Dyke, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Dyke, Downs, Brokl and Alderperson Coenen

Excused: 3 - Higgins, Fisher and Woodford

[18-1829](#)

Request to amend the contract incorporating the additional scope of services for 222 N. Oneida Street proposed by OMNNI Associates, Inc. in the attached Amendment dated December 6, 2018 for an amount not to exceed \$14,835 (\$12,900 + 15% contingency of \$1,935)

Attachments: [OMNNI Contract Amendment Memo_222 N Oneida_12-7-18.pdf](#)
[OMNNI Amendment001_222 N Oneida.pdf](#)
[OMNNI Contract Memo_222 N Oneida_3-5-18.pdf](#)
[OMNNI Site Investigation Proposal_222 N Oneida.pdf](#)
[Procurement+Contract Management Policy_10-7-15.pdf](#)

Alderson Coenen moved, seconded by Brokl, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Dyke, Downs, Brokl and Alderson Coenen

Excused: 3 - Higgins, Fisher and Woodford

6. Information Items

[18-1814](#)

Contract with Ehlers to prepare project plan amendments to Tax Incremental Financing (TIF) Districts #3 and #11 in an amount not to exceed \$16,650

Attachments: [Ehlers Amend TIDs 3 and 11 Memo.pdf](#)
[Appleton ProjectDisclosure_2019 TID No. 3 and 11 Territory Amendments.pdf](#)
[Map of TIFs 3, 11, 12.pdf](#)
[ProcurementandContractManagementPolicy_SoleSource.pdf](#)

This item was presented and discussed.

7. Adjournment

Alderson Coenen moved, seconded by Van Dyke, that the meeting be adjourned at 10:21 a.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Dyke, Downs, Brokl and Alderson Coenen

Excused: 3 - Higgins, Fisher and Woodford



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

MEMORANDUM

TO: Appleton Redevelopment Authority (ARA)

FROM: Karen Harkness, Director of Community & Economic Development

DATE: February 15, 2019

RE: Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

On September 24, 2018, Char Stankowski, a hotelier representative on the ARA Exhibition Center Advisory Committee tendered her resignation from the committee. Chairperson Downs' appointment to fill this vacated position on the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority (named below) needs to be approved by ARA. For your information, Rich Batley, the other hotelier representative, has also since retired, and his position will need to be filled as well. We are working to find a replacement and will bring forward an appointment for your approval at a future meeting.

In addition, one re-appointment by Chairperson Downs (named below) to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority needs to be approved by ARA.

Below are two excerpts from the Creation Documents adopted by ARA on 12/3/2014:

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.

Appointment & ARA Approval of Vacant Hotelier (Char):

Amanda Hedtke, GM at Residence Inn, Grand Chute

Amanda has been with TMI Hospitality for almost 19 years. She also is an adjunct teacher at FVTC in hospitality and has instructed hospitality students for over 5 years.

Re-Appointment & ARA Approval of Community Member:

Maria Van Laanen, Performing Arts Center



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.

ARA Exhibition Center Advisory Committee Appointments Updated February 2019

Term Started	Term Expires	Committee Member	Represents	Address	Phone	Email
March 2016	2 years January 2020	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	Bob Buckingham	Town of Grand Chute	1900 W. Grand Chute Blvd. Appleton WI 54913	920-832-1599	robert.buckingham@grandchute.net
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 2021	Chuck Kuen	Village of Kimberly	132 S. Willow St. Kimberly WI 54136	920-716-4502	ckuen@valleymanagement.com
January 2016	2 years January 2020	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 2020	Mike Vanden Berg	Village of Little Chute	427 Sanitorium Rd. Kaukauna WI 54130	920-851-4983	presidentvandenberglittlechutewi.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 2020	George Dearborn	Village of Fox Crossing	2000 Municipal Dr. Neenah WI 54956	920-720-7105	gdearborn@foxcrossingwi.gov
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 2020	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd. Sherwood WI 54169	920-989-1760	bobmarbenz7@aol.com
January 2016	3 years (initial) January 2021	Vacant (Rich)	Hotelier			
February 2016	2 years January 2020	Vacant (Char)	Hotelier			
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 2020	Walter Rugland Ret. COO of AAL	Community Member	1225 W. Cedar Street Appleton WI 54914	920-830-9999	walterrugland@gmail.com
January 2016	2 years January 2020	Marissa Downs (Vice Chair)	ARA Member	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
Non-voting Advisory member		Tim Hanna (Chair)	Appleton Mayor	100 N. Appleton St. Appleton WI 54911	920-832-6400	tim.hanna@appleton.org