



City of Appleton

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

Meeting Agenda - Final Appleton Redevelopment Authority

Wednesday, August 14, 2019

10:00 AM

Council Chambers, 6th Floor

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

[19-1190](#) ARA Minutes from 5-22-19

Attachments: [ARA Minutes 5-22-19.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[19-1191](#) The Appleton Redevelopment Authority may go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing and/or investing of public funds in certain real property located in Downtown Appleton and then reconvene into open session

[19-1200](#) Direct staff to negotiate potential opportune acquisition

[19-1192](#) Request to approve one (1) vacated Hotelier Appointment to the ARA Exhibition Center Advisory Committee

Attachments: [ARA ECAdvCom Vacant Hotelier Appt Memo 8-7-19.pdf](#)

[ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)

[ARA Exhibition Center Advisory Committee 2016 Appointments-Aug 2019.pdf](#)

6. Information Items

[19-1193](#) Update on 222 N. Oneida Street

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
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Meeting Minutes - Final Appleton Redevelopment Authority

Wednesday, May 22, 2019

9:00 AM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Meeting called to order at 9:00 a.m.

2. Roll call of membership

Present: 5 - Van Dyke, Downs, Brokl, Woodford and Alderperson Reed

Excused: 2 - Higgins and Fisher

3. Approval of minutes from previous meeting

[19-0713](#)

ARA Minutes from 2-28-19

Attachments: [ARA Minutes 2-28-19.pdf](#)

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

Aye: 4 - Van Dyke, Downs, Brokl and Woodford

Excused: 2 - Higgins and Fisher

Recused: 1 - Alderperson Reed

4. Public Hearings/Appealances

5. Action Items

[19-0717](#)

Rescind prior ARA action that approved funds (up to \$250,000) to facilitate a purchase of 320 E. College Avenue as the project plan as presented is no longer a viable option

Attachments: [Memo Recommend ARA Rescind Approved Funds for 320 E College Ave.pdf](#)
[ARA Minutes 2-28-19.pdf](#)
[Memo Recommend 320 E College Ave Dev Agrmt.pdf](#)
[320 East College LLC - Dev Agrm 5-16-19 Draft_1.pdf](#)

Woodford recused himself before discussion on this item and left the meeting. He then rejoined the meeting after this item was voted on.

Brokl 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 Reed

Excused: 2 - Higgins and Fisher

Recused: 1 - Woodford

[19-0714](#)

Confirm the following:

- Elect a Chair
- Elect a Vice-Chair
- Designate a Contact Person

Downs was elected as Chair and Van Dyke as Vice-Chair. Karen Harkness will be the Contact Person, and the ARA will continue to meet on the 2nd Wednesday of the month at 10:00 a.m.

Woodford moved, seconded by Brokl, that Marissa Downs be the Chair, Jim Van Dyke be the Vice-Chair and Karen Harkness be the Contact Person. Roll Call. Motion carried by the following vote:

Aye: 5 - Van Dyke, Downs, Brokl, Woodford and Alderperson Reed

Excused: 2 - Higgins and Fisher

6. Information Items

[19-0716](#)

Set Meeting Date and Time

The Appleton Redevelopment Authority will meet at 10:00 a.m. on the 2nd Wednesday of the month.

The ARA determined the meeting date and time will remain the 2nd Wednesday of the month at 10:00 a.m.

[19-0718](#)

Update on 222 N. Oneida Street

Attachments:[222 N Oneida Update Memo 5-16-19.pdf](#)[OMNNI Contract Memo 222 N Oneida 3-5-18.pdf](#)[OMNNI Site Investigation Proposal 222 N Oneida.pdf](#)[OMNNI Contract Amendment Memo 222 N Oneida 12-7-18.pdf](#)[OMNNI Amendment001 222 N Oneida.pdf](#)[Procurement+Contract Management Policy 10-7-15.pdf](#)[222 N Oneida Cost Estimates 4-23-19.pdf](#)[222 N Oneida Wells Map.pdf](#)**This item was presented and discussed.****7. Adjournment****Van Dyke moved, seconded by Brokl, that the meeting be adjourned at 9:13 a.m. Roll Call. Motion carried by the following vote:****Aye:** 5 - Van Dyke, Downs, Brokl, Woodford and Alderperson Reed**Excused:** 2 - Higgins and Fisher



MEMORANDUM

TO: Appleton Redevelopment Authority (ARA)

FROM: Karen Harkness, Director of Community & Economic Development

DATE: August 7, 2019

RE: Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

Rich Batley, a hotelier representative on the ARA Exhibition Center Advisory Committee, has retired and thus left a vacated position on 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. If you will recall, Amanda Hedtke was approved to fill the other vacated hotelier position on February 28, 2019, replacing Char Stankowski.

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 (Rich):
Laura Dietz, GM at Country Inn & Suites, Grand Chute

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”).

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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 August 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 920-730-8300	goodcompanyltd@aol.com
January 2016	3 years (initial) January 2021	Bob Buckingham	Town of Grand Chute	1900 W. Grand Chute Blvd. Grand Chute 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 2021	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	Laura Dietz Country Inn & Suites	Hotelier	355 Fox River Dr. Grand Chute WI 54913	920-830-9868	laura.dietz@countryinn.com
February 2016	2 years January 2020	Amanda Hedtke Fairfield Inn & Suites	Hotelier	Grand Chute WI 54913	920-418-0288	amanda.hedtke@brandthg.com
January 2016	3 years (initial) January 2021	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