

# AGENDA

## FOX CITIES AREA ROOM TAX COMMISSION

June 16, 2025

3:00 p.m.

Fox Cities Convention & Visitors Bureau  
213 S. Nicolet Road, Grand Chute WI

1. Call to order	Vicky Rasmussen
2. Roll call of membership	Vicky Rasmussen
3. Approval of March 17, 2025 Meeting Minutes – <b>(ACTION)</b>	Vicky Rasmussen
4. Financial Topics a. Status of Room Tax Collections	Pam Seidl
5. CVB Report	Pam Seidl
6. Unfinished Business a. Hosting/Posting of Room Tax Commission Documents for public on CVB website b. Review of Fiscal Agency Agreement and performance of Associated Trust	Vicky Rasmussen
7. New Business a. Annual Report – <b>(ACTION)</b> b. Updates to Bylaws – <b>(ACTION)</b>	Vicky Rasmussen
8. Adjournment	Vicky Rasmussen

Upcoming meeting dates.

- September 15, 2025

All meetings will be held at the Fox Cities CVB: 213 S. Nicolet Rd., Grand Chute

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

**Fox Cities Area Room Tax Commission Appointees - 2025/2026**

<b>Term Started</b>	<b>Term Expires</b>	<b>Commissioner</b>	<b>Represents</b>	<b>Address</b>	<b>City</b>	<b>Phone</b>	<b>Email</b>
May 2025	April 2026	Kara Homan	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6408	<a href="mailto:kara.homan@appletonwi.gov">kara.homan@appletonwi.gov</a>
May 2025	April 2026	Jeri Ohman	City of Appleton	100 N. Appleton St.	Appleton WI 54911	920-832-6440	<a href="mailto:Jeri.Ohman@appletowi.gov">Jeri.Ohman@appletowi.gov</a>
May 2025	April 2026	Peter Rank	City of Appleton	300 W. College Ave.	Appleton WI 54915	920-749-0303	<a href="mailto:peter@copperleafhotel.com">peter@copperleafhotel.com</a>
May 2025	April 2026	William Van Rossum	City of Kaukauna	144 W. Second Street	Kaukauna, WI 54130	920-766-6372	<a href="mailto:wvanrossum@kaukauna-wi.org">wvanrossum@kaukauna-wi.org</a>
May 2025	April 2026	Jennifer Sassman	City of Menasha	100 Main Street	Menasha WI 54952	920-967-3630	<a href="mailto:jsassman@menashawi.gov">jsassman@menashawi.gov</a>
May 2025	April 2026	Vicky Rasmussen	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6140	<a href="mailto:vrasmussen@neenahwi.gov">vrasmussen@neenahwi.gov</a>
May 2025	April 2026	Kelly Nieforth	City of Neenah	211 Walnut St.	Neenah WI 54956	920-886-6126	<a href="mailto:knieforth@neenahwi.gov">knieforth@neenahwi.gov</a>
May 2025	April 2026	Brad Gehring	Town of Grand Chute	5070 W. Century Farm Blvd	Grand Chute WI 54913	920-739-9323	<a href="mailto:Brad.Gehring@grandchutewi.gov">Brad.Gehring@grandchutewi.gov</a>
May 2025	April 2026	Tom Watson	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-832-1632	<a href="mailto:Tom.Watson@grandchutewi.gov">Tom.Watson@grandchutewi.gov</a>
May 2025	April 2026	Mark Heling	Town of Grand Chute	1900 W. Grand Chute Blvd	Grand Chute WI 54913	920-733-4532	<a href="mailto:mark.heling@grandchutewi.gov">mark.heling@grandchutewi.gov</a>
May 2025	April 2026	Thomas Wilde	Town of Neenah	163 Kuettel Ct.	Neenah WI 54956	920-427-9912	<a href="mailto:twilde@new.rr.com">twilde@new.rr.com</a>
May 2025	April 2026	George Dearborn	Village of Fox Crossing	2000 Municipal Dr.	Neenah WI 54956	920-720-7104	<a href="mailto:gdearborn@foxcrossingwi.gov">gdearborn@foxcrossingwi.gov</a>
May 2025	April 2026	Sam Schroeder	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	<a href="mailto:sschroeder@vokimberlywi.gov">sschroeder@vokimberlywi.gov</a>
May 2025	April 2026	Dani Block	Village of Kimberly	515 W. Kimberly Avenue	Kimberly, WI 54136	920-788-7500	<a href="mailto:dblock@vokimberlywi.gov">dblock@vokimberlywi.gov</a>
May 2025	April 2026	Beau Bernhoft	Village of Little Chute	108 W. Main St.	Little Chute WI 54140	920-423-3850	<a href="mailto:beau@littlechutewi.org">beau@littlechutewi.org</a>
May 2025	April 2026	Bob Benz	Village of Sherwood	N7639 Lower Cliff Rd.	Sherwood WI 54169	920-989-1760	<a href="mailto:bobmarbenz7@aol.com">bobmarbenz7@aol.com</a>
<b>Lodging Industry Representatives</b>							
		Chuck Gifford	Comfort Suites	3809 W. Wisconsin Ave.	Appleton, WI 54914	(920) 730-3800	<a href="mailto:cgifford@wiscohoteles.com">cgifford@wiscohoteles.com</a>
		Amanda Hedtke	Fairfield Inn & Suites	130 S. Nicolet Rd.	Appleton WI 54914	920-939-8181	<a href="mailto:Amanda.Hedtke@Brandthg.com">Amanda.Hedtke@Brandthg.com</a>

**FOX CITIES AREA ROOM TAX COMMISSION**  
**MEETING MINUTES**

**DATE:** March 17, 2025

**TIME:** 3:00 p.m.

**PLACE:** Fox Cities CVB Board Room

**PRESENT:** Beau Bernhoft, Danielle Block, George Dearborn, Beth English, Chuck Gifford, Amanda Hedtke, Jeri Ohman, Peter Rank, Vicky Rasmussen, Tom Watson, Thomas Wilde

**ABSENT:** Bob Benz, Brad Gehring, Kara Homan, Jennifer Sassman, Brad Schmidt, William Van Rossum, Jennifer Weyenberg,

**CVB STAFF:** Pam Seidl, Felicia Roddy

**GUEST:** None

I. **CALL TO ORDER:** Ms. Rasmussen called the meeting to order at 3:03 pm.

II. **ROLL CALL of MEMBERSHIP:** Ms. Roddy made note of those in attendance.

III. **MINUTES:** Minutes of the September 16, 2024 meeting were included in the March meeting packet. **Mr. Bernhoft moved approval of the September 2024 meeting minutes as presented. Second by Mr. Rank. Motion carried.**

IV. **FINANCIAL REPORT:**

- a. Ms. Seidl provided an overview of the December 2024 Room Tax Receipts Report which was emailed in advance as part of the meeting packet. Ms. Seidl provided an explanation of the elevated third quarter receipts due to Priceline deposits from prior quarters. There was discussion on Booking.com and other OTA's being added to the Third-Party Collection reporting provided in the financial packet. Ms. Seidl informed the commission that the Village of Harrison remitted room tax for prior quarters which included payments to the Room Tax Commission checks for the debt on the Fox Cities Performing Arts Center due to the fact that they had not updated their ordinance. Ms. Seidl reported that those checks were deposited into the Room Tax Commission Account at BLC Bank and Harrison has now updated their ordinance. **Mr. Gifford moved approval of the financial report. Second by Ms. Hedtke. Motion carried.**
- b. Ms. Ohman reported that, due to higher than anticipated room tax collection, mandatory calls were made on bonds for both the Exhibition Center and Champion Center projects. This has progressed the final payout date from 2051 to 2041 reducing the overall amount of interest paid on outstanding bonds.

**V. CVB REPORT:**

- a. Ms. Seidl reported that the CVB 2024 Audit is complete and the Audited Financial Statements will be sent to each municipality following the April 3, 2025 Fox Cities Convention & Visitors Bureau Board Meeting.
- b. Ms. Seidl distributed the CVB's Annual Report to everyone in attendance and stated the report and video are available on FoxCities.org.
- c. Ms. Seidl communicated the 2025 Plan of work was available for everyone to review but due to the competitive nature of the contents would not be published for the public.
- d. Ms. Seidl gave an update on the CVB's activities related to the NFL Draft in Green Bay. She noted the CVB is coordinating shuttle services from Fox River mall to Green Bay and encouraged hotel representatives to share with their guests before the shuttles are offered to the public.

**VI. UNFINISHED BUSINESS:**

- a. Third Party rentals and Online Travel Agent room tax remittance will now be reported together on the Third-Party Rental Reporting.

**VII. NEW BUSINESS:**

- a. Ms. Seidl offer to create a landing page on the FCCVB website to host the FCARTC board meeting minutes and documents for public review.
- b. Ms. Rasmussen will put together a task force to review the Fiscal Agency Agreement and assess the performance of Associated Trust.
- c. Ms. Seidl reminded the municipalities of the annual State of Wisconsin Room Tax Reporting due May 1, 2025.
- d. Ms. Seidl made a suggestion to move the spring meeting of the Commission to May due to municipal appointments being made in April after spring elections. She noted the bylaws would need to be edited meetings will be held semiannually without specifying months to provide flexibility.

**VIII. ADJOURNMENT: Mr. Wilde moved for adjournment. Second by Ms. Hedtke. Motion carried.**

**Next meeting date: Monday, May 19, 2025**

**Fox Cities Room Tax Commission**  
**Balance Sheet**  
**May 31, 2025**

	<u>Current Year</u>	<u>Prior Year</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
<b>Cash</b>		
BLC Fox Cities Rm Tax Comm	<u>3620.59</u>	<u>3,133.50</u>
Total Cash	<u>3,620.59</u>	<u>3,133.50</u>
<b>Investments</b>		
BLC 13 mo Cert Dep	<u>20,995.22</u>	<u>20,000.00</u>
Total Investments	<u>20,995.22</u>	<u>20,000.00</u>
<b>Receivables</b>		
Interest Receivable	<u>381.65</u>	<u>381.65</u>
Total Receivables	<u>381.65</u>	<u>0.00</u>
<b>Other Current Receivables</b>		
Total Other Curr Receivables	<u>0.00</u>	<u>0.00</u>
Total Current Assets	<u>24,997.46</u>	<u>23,515.15</u>
<b>Other Assets</b>		
Total Other Assets	<u>0.00</u>	<u>0.00</u>
Total Other Assets	<u>0.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 24,997.46</u></u>	<u><u>\$ 23,515.15</u></u>
<b>LIABILITIES AND CAPITAL</b>		
<b>Current Liabilities</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total Current Liabilities	<u>0.00</u>	<u>0.00</u>
<b>Long-term Liabilities</b>		
BLC Fox Cities Rm Tax Comm	<u>24,615.81</u>	<u>23,133.50</u>
Total Liabilities	<u>24,615.81</u>	<u>23,133.50</u>
<b>Fund Balances</b>		
Net Income	<u>381.65</u>	<u>381.65</u>
Total Fund Balances	<u>381.65</u>	<u>381.65</u>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<u><u>\$ 24,997.46</u></u>	<u><u>\$ 23,515.15</u></u>

## **Fox Cities Area Room Tax Commission**

### **2025 Room Tax Receipts Reporting**

2025 Hotel/Motel Room Tax Generated - 1st Quarter

	Rate	Appleton	Fox Crossing	Grand Chute	Kaukauna	Kimberly	Little Chute	Menasha	Neenah, City	Neenah, Town	Sherwood	Total
Room Revenue Current Quarter		\$ 4,929,832.37	\$ 254,088.17	\$ 8,101,351.25	\$ 77,202.24	\$ 725,854.72	\$ 529,133.19	\$ 24,358.15	\$ 1,637,084.44	\$ 29,180.12	\$ -	\$ 16,308,084.65
Room Revenue for Prior Quarters		\$ -	\$ 122,460.70	\$ 804,066.40	\$ -	\$ 4,648.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 931,175.10
Total Room Revenue		\$ 4,929,832.37	\$ 376,548.87	\$ 8,905,417.65	\$ 77,202.24	\$ 730,502.72	\$ 529,133.19	\$ 24,358.15	\$ 1,637,084.44	\$ 29,180.12	\$ -	\$ 17,239,259.75
Room Tax Receipts Current Quarter	10%	\$ 492,983.21	\$ 25,408.81	\$ 808,196.77	\$ 7,720.22	\$ 72,585.46	\$ 52,913.32	\$ 2,435.81	\$ 163,708.43	\$ 2,918.01	\$ -	\$ 1,630,808.47
Room Tax Receipts Prior Quarters	10%	\$ -	\$ 12,246.07	\$ 80,406.64	\$ -	\$ 464.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,117.51
Total Room Tax Receipts		\$ 492,983.21	\$ 37,654.88	\$ 888,603.41	\$ 7,720.22	\$ 73,050.26	\$ 52,913.32	\$ 2,435.81	\$ 163,708.43	\$ 2,918.01	\$ -	\$ 1,721,987.55
CVB Allocation	2.85%	\$ 140,500.22	\$ 10,731.64	\$ 253,804.40	\$ 2,200.26	\$ 20,819.33	\$ 15,080.30	\$ 694.21	\$ 46,656.91	\$ 831.63	\$ -	\$ 491,318.90
Deposit Adjustments		\$ (0.01)	\$ -	\$ (552.43)	\$ -	\$ -	\$ -	\$ -	\$ (0.01)	\$ -	\$ -	\$ (552.45)
Associated Trust Deposit to FCCVB		\$ 140,500.21	\$ 10,731.64	\$ 253,251.97	\$ 2,200.26	\$ 20,819.33	\$ 15,080.30	\$ 694.21	\$ 46,656.90	\$ 831.63	\$ -	\$ 490,766.45
Exhibition Center allocation	3%	\$ 147,894.96	\$ 11,296.46	\$ 266,581.02	\$ 2,316.07	\$ 21,915.08	\$ 15,874.00	\$ 730.74	\$ 49,112.53	\$ 875.40	\$ -	\$ 516,596.27
Sports Facilities allocation	3%	\$ 147,894.96	\$ 11,296.46	\$ 266,581.02	\$ 2,316.07	\$ 21,915.08	\$ 15,874.00	\$ 730.74	\$ 49,112.53	\$ 875.40	\$ -	\$ 516,596.27
Municipality allocation	1.15%	\$ 56,693.07	\$ 4,330.31	\$ 102,189.39	\$ 887.83	\$ 8,400.78	\$ 6,085.03	\$ 280.12	\$ 18,826.47	\$ 335.57	\$ -	\$ 198,028.57

Additional funds received in 1st Quarter:

2024-Q4 Fox Crossing received late payment from Econo Lodge Neenah

2024-Q4 Kimberly received late payment from an AirBnB property.

2024-Q4 Grand Chute received late payments from Booking.com and Hampton Inn

2024-Q4 Grand Chute used a credit of \$1938.63 for a property that previously overpaid .

	Appleton	Fox Crossing	Grand Chute	Kaukauna	Kimberly	Little Chute	Menasha	Neenah, City	Neenah, Town	Sherwood
2024-Q4		\$ 12,246.07	\$ 80,406.64		\$ 464.80					

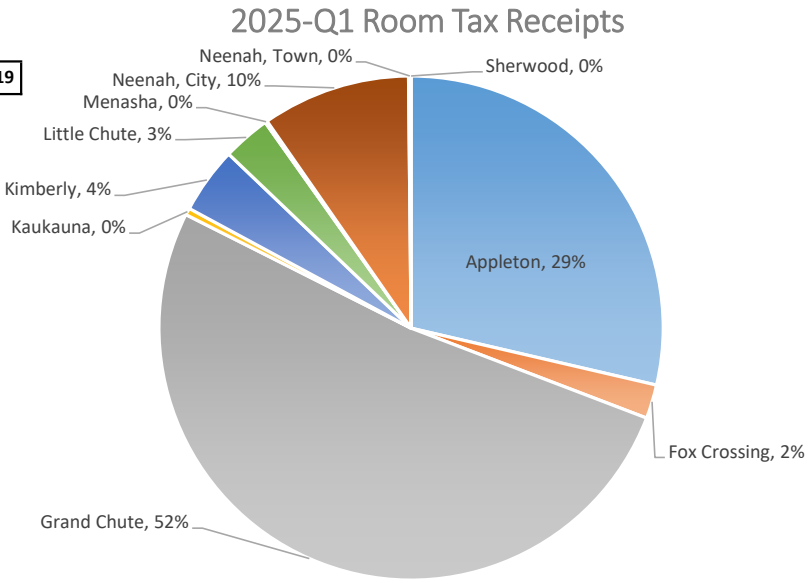
Room Tax from Non Tourism Zone Communities:

	Clayton	Harrison	Vandenbroek	Total
2025-Q1	\$ 733.93	\$ 93.85	\$ 7.41	\$ 835.19

Additional funds received in 1st Quarter:

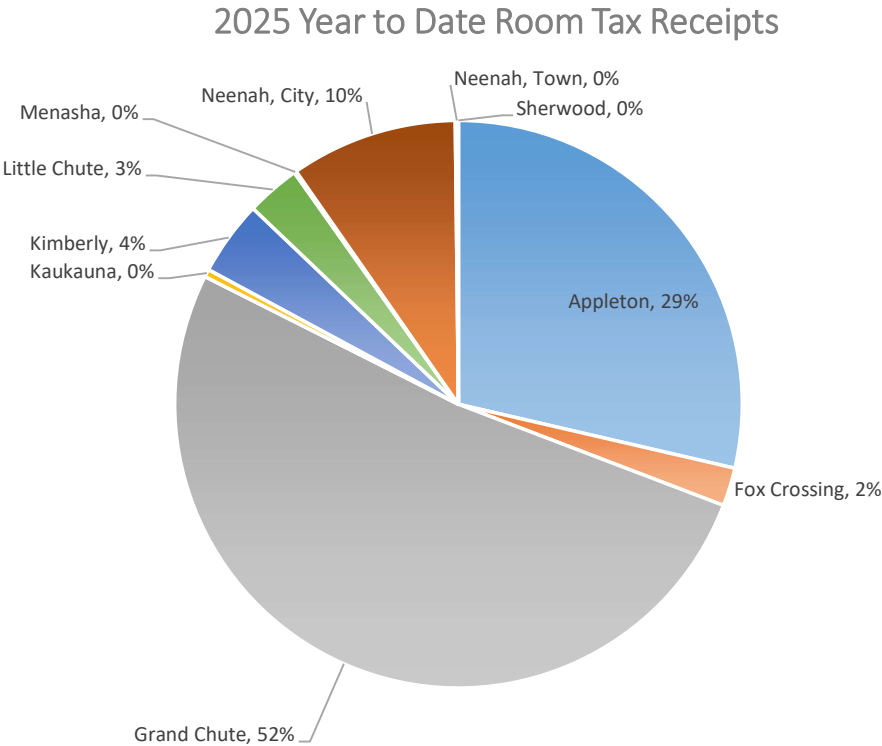
	Clayton	Harrison
2024-Q4		

Room Tax Currently Outstanding:  
No Room Tax Currently Outstanding.



2025		Appleton	Fox Crossing	Grand Chute	Kaukauna	Kimberly	Little Chute	Menasha	Neenah, City	Neenah, Town	Sherwood	Total
Cummulative Room Revenue		\$ 4,929,832.37	\$ 376,548.87	\$ 8,905,417.65	\$ 77,202.24	\$ 730,502.72	\$ 529,133.19	\$ 24,358.15	\$ 1,637,084.44	\$ 29,180.12	\$ -	\$ 17,239,259.75
Cummulative Room Tax receipts	10%	\$ 492,983.21	\$ 37,654.88	\$ 888,603.41	\$ 7,720.22	\$ 73,050.26	\$ 52,913.32	\$ 2,435.81	\$ 163,708.43	\$ 2,918.01	\$ -	\$ 1,721,987.55
CVB Allocation	2.85%	\$ 140,500.21	\$ 10,731.64	\$ 253,251.97	\$ 2,200.26	\$ 20,819.33	\$ 15,080.30	\$ 694.21	\$ 46,656.90	\$ 831.63	\$ -	\$ 490,766.45
Exhibition Center allocation	3%	\$ 147,894.96	\$ 11,296.46	\$ 266,581.02	\$ 2,316.07	\$ 21,915.08	\$ 15,874.00	\$ 730.74	\$ 49,112.53	\$ 875.40	\$ -	\$ 516,596.27
Sports Facilities allocation	3%	\$ 147,894.96	\$ 11,296.46	\$ 266,581.02	\$ 2,316.07	\$ 21,915.08	\$ 15,874.00	\$ 730.74	\$ 49,112.53	\$ 875.40	\$ -	\$ 516,596.27
Municipality allocation	1.15%	\$ 56,693.07	\$ 4,330.31	\$ 102,189.39	\$ 887.83	\$ 8,400.78	\$ 6,085.03	\$ 280.12	\$ 18,826.47	\$ 335.57	\$ -	\$ 198,028.57

Net CVB allocation	\$ 490,766.45
Exhibition Center allocation	\$ 516,596.27
Sports Facilities allocation	\$ 516,596.27
Total Amount retained by Municipality	\$ 198,028.57
Total	\$ 1,721,987.55



<b>2025</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>CVB allocation</b>	\$ 491,318.90	\$ -	\$ -	\$ -	\$ 491,318.90
<b>Exhibition Center allocation</b>	\$ 516,596.27	\$ -	\$ -	\$ -	\$ 516,596.27
<b>Sports Facilities allocation</b>	\$ 516,596.27	\$ -	\$ -	\$ -	\$ 516,596.27
<b>Municipality allocation</b>	\$ 198,028.57	\$ -	\$ -	\$ -	\$ 198,028.57
<b>Total</b>	<b>\$ 1,722,540.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,722,540.00</b>

	2016	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation		\$ 326,922.01	\$ 393,617.24	\$ 520,032.13	\$ 407,835.22	\$ 1,648,406.60
Exhibition Cnt allocation		\$ 344,128.43	\$ 414,333.94	\$ 547,402.25	\$ 429,300.23	\$ 1,735,164.85
Sports Fac allocation		\$ 114,709.49	\$ 138,111.31	\$ 182,467.42	\$ 143,100.08	\$ 578,388.30
PAC allocation		\$ 229,418.95	\$ 276,222.62	\$ 364,934.83	\$ 286,200.15	\$ 1,156,776.55
Municipal allocation		\$ 131,915.90	\$ 158,828.01	\$ 209,837.53	\$ 164,565.09	\$ 665,146.53
<b>Total</b>		<b>\$ 1,147,094.78</b>	<b>\$ 1,381,113.12</b>	<b>\$ 1,824,674.16</b>	<b>\$ 1,431,000.77</b>	<b>\$ 5,783,882.83</b>

	2017	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation		\$ 312,557.33	\$ 401,474.39	\$ 513,386.31	\$ 377,824.42	\$ 1,605,242.45
Exhibition Cnt allocation		\$ 329,007.70	\$ 422,604.61	\$ 540,406.66	\$ 397,709.94	\$ 1,689,728.91
Sports Fac allocation		\$ 109,669.23	\$ 140,868.20	\$ 180,135.55	\$ 132,569.98	\$ 563,242.96
PAC allocation		\$ 219,338.47	\$ 281,736.41	\$ 360,271.11	\$ 265,139.96	\$ 1,126,485.95
Municipal allocation		\$ 126,119.62	\$ 161,998.43	\$ 207,155.89	\$ 152,455.48	\$ 647,729.42
<b>Total</b>		<b>\$ 1,096,692.35</b>	<b>\$ 1,408,682.04</b>	<b>\$ 1,801,355.52</b>	<b>\$ 1,325,699.78</b>	<b>\$ 5,632,429.69</b>

	2018	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation		\$ 347,378.36	\$ 423,004.62	\$ 552,059.15	\$ 391,875.51	\$ 1,714,317.64
Exhibition Cnt allocation		\$ 365,682.68	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,802,772.85
Sports Fac allocation		\$ 121,887.14	\$ 445,268.03	\$ 579,321.61	\$ 412,500.53	\$ 1,558,977.31
PAC allocation		\$ 243,774.29	\$ -	\$ -	\$ -	\$ 243,774.29
Municipal allocation		\$ 140,170.22	\$ 170,686.08	\$ 222,073.28	\$ 158,125.20	\$ 691,054.78
<b>Total</b>		<b>\$ 1,218,892.69</b>	<b>\$ 1,484,226.76</b>	<b>\$ 1,932,775.65</b>	<b>\$ 1,375,001.77</b>	<b>\$ 6,010,896.87</b>

	2019	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation		\$ 343,192.10	\$ 444,343.97	\$ 612,065.86	\$ 424,873.12	\$ 1,824,475.05
Exhibition Cnt allocation		\$ 361,254.84	\$ 467,730.50	\$ 661,129.03	\$ 447,234.86	\$ 1,937,349.23
Sports Fac allocation		\$ 361,254.84	\$ 467,730.50	\$ 661,129.03	\$ 447,234.86	\$ 1,937,349.23
Municipal allocation		\$ 138,481.02	\$ 179,296.69	\$ 253,432.79	\$ 171,440.03	\$ 742,650.53
<b>Total</b>		<b>\$ 1,204,182.80</b>	<b>\$ 1,559,101.66</b>	<b>\$ 2,187,756.71</b>	<b>\$ 1,490,782.87</b>	<b>\$ 6,441,824.04</b>

CVB allocation  
Exhibition Cnt allocation  
Sports Fac allocation  
Municipal allocation  
**Total**

<b>2020</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	\$ 317,362.13	\$ 110,452.77	\$ 226,406.32	\$ 173,420.84	\$ <b>827,642.06</b>
	\$ 333,869.26	\$ 114,417.05	\$ 236,673.83	\$ 180,038.24	\$ <b>864,998.38</b>
	\$ 333,869.26	\$ 114,417.05	\$ 236,673.83	\$ 180,038.24	\$ <b>864,998.38</b>
	\$ 127,983.22	\$ 43,859.87	\$ 90,724.97	\$ 69,014.66	\$ <b>331,582.72</b>
	\$ <b>1,113,083.87</b>	\$ <b>383,146.74</b>	\$ <b>790,478.95</b>	\$ <b>602,511.98</b>	\$ <b>2,889,221.54</b>

CVB allocation  
Exhibition Cnt allocation  
Sports Fac allocation  
Municipal allocation  
**Total**

<b>2021</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	\$ 226,104.43	\$ 370,603.12	\$ 583,362.03	\$ 465,254.48	\$ <b>1,645,324.06</b>
	\$ 236,486.54	\$ 388,583.95	\$ 612,484.88	\$ 489,741.56	\$ <b>1,727,296.93</b>
	\$ 236,486.54	\$ 388,583.95	\$ 612,484.88	\$ 489,741.56	\$ <b>1,727,296.93</b>
	\$ 90,653.17	\$ 148,957.18	\$ 234,785.87	\$ 187,734.26	\$ <b>662,130.48</b>
	\$ <b>789,730.68</b>	\$ <b>1,296,728.20</b>	\$ <b>2,043,117.66</b>	\$ <b>1,632,471.86</b>	\$ <b>5,762,048.40</b>

CVB allocation  
Exhibition Cnt allocation  
Sports Fac allocation  
Municipal allocation  
**Total**

<b>2022</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	\$ 410,292.15	\$ 552,716.64	\$ 697,356.26	\$ 549,875.18	\$ <b>2,210,240.22</b>
	\$ 431,886.47	\$ 581,806.99	\$ 734,059.22	\$ 578,815.98	\$ <b>2,326,568.66</b>
	\$ 431,886.47	\$ 581,806.99	\$ 734,059.22	\$ 578,815.98	\$ <b>2,326,568.66</b>
	\$ 165,556.48	\$ 223,026.01	\$ 281,389.37	\$ 221,879.46	\$ <b>891,851.32</b>
	\$ <b>1,439,621.58</b>	\$ <b>1,939,356.62</b>	\$ <b>2,446,864.06</b>	\$ <b>1,929,386.59</b>	\$ <b>7,755,228.85</b>

CVB allocation  
Exhibition Cnt allocation  
Sports Fac allocation  
Municipal allocation  
**Total**

<b>2023</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	\$ 455,594.48	\$ 525,562.35	\$ 672,673.90	\$ 492,464.87	\$ <b>2,146,295.60</b>
	\$ 479,573.14	\$ 553,223.52	\$ 708,077.79	\$ 518,384.07	\$ <b>2,259,258.53</b>
	\$ 479,573.14	\$ 553,223.52	\$ 708,077.79	\$ 518,384.07	\$ <b>2,259,258.53</b>
	\$ 183,836.37	\$ 212,069.02	\$ 271,429.82	\$ 198,713.89	\$ <b>866,049.10</b>
	\$ <b>1,598,577.12</b>	\$ <b>1,844,078.41</b>	\$ <b>2,360,259.31</b>	\$ <b>1,727,946.91</b>	\$ <b>7,530,861.75</b>

<b>2024</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation	\$ 457,195.41	\$ 561,500.16	\$ 817,505.40	\$ 566,045.44	\$ <b>2,402,246.40</b>
Exhibition Cnt allocation	\$ 481,258.32	\$ 591,052.79	\$ 860,532.01	\$ 595,837.31	\$ <b>2,528,680.43</b>
Sports Fac allocation	\$ 481,258.32	\$ 591,052.79	\$ 860,532.01	\$ 595,837.31	\$ <b>2,528,680.43</b>
Municipal allocation	\$ 184,482.36	\$ 226,570.24	\$ 329,870.60	\$ 228,404.30	\$ <b>969,327.50</b>
<b>Total</b>	\$ 1,604,194.41	\$ 1,970,175.98	\$ 2,868,440.01	\$ 1,986,124.37	\$ <b>8,428,934.77</b>

<b>2025</b>	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
CVB allocation	\$ 491,318.90	\$ -	\$ -	\$ -	\$ <b>491,318.90</b>
Exhibition Cnt allocation	\$ 516,596.27	\$ -	\$ -	\$ -	\$ <b>516,596.27</b>
Sports Fac allocation	\$ 516,596.27	\$ -	\$ -	\$ -	\$ <b>516,596.27</b>
Municipal allocation	\$ 198,028.57	\$ -	\$ -	\$ -	\$ <b>198,028.57</b>
<b>Total</b>	\$ 1,722,540.00	\$ -	\$ -	\$ -	\$ <b>1,722,540.00</b>

#### **Summary 2016-2024 Collections**

CVB allocation	\$ 16,515,508.99
Exhibition Cnt allocation	\$ 17,388,415.03
Sports Fac allocation	\$ 14,861,356.99
PAC allocation	\$ 2,527,036.79
Municipal allocation	\$ 6,665,550.94
<b>Total</b>	<u>\$ 57,957,868.74</u>

**Associated Trust Reported Room Tax by Municipality 2025**

**Appleton, City of**

Hotels		Q1	Q2	Q3	Q4	Total
AmericInn	3900 Gateway Dr	\$ 7,754.61				\$ 7,754.61
Cambria	3940 N Gateway Dr	\$ 33,300.95				\$ 33,300.95
CopperLeaf Hotel	300 W. College Ave	\$ 58,266.08				\$ 58,266.08
Courtyard Appleton	101 South RiverHeath Way	\$ 81,798.54				\$ 81,798.54
Hilton Paper Valley	333 W. College Ave (Appleton Red Lion)	\$ 199,006.88				\$ 199,006.88
Snug Inn Motel	3437 N Richmond St	\$ 507.36				\$ 507.36
<b>Total Hotels</b>		<b>\$ 380,634.42</b>				<b>\$ 380,634.42</b>
Online Travel Agencies		Q1	Q2	Q3	Q4	Total
Agoda		\$ 1,583.75				\$ 1,583.75
AirBnB		\$ 72,196.13				\$ 72,196.13
Booking.com		\$ 935.47				\$ 935.47
Evolve		\$ 288.08				\$ 288.08
Expedia		\$ 24,167.40				\$ 24,167.40
Home Away		\$ 2,824.38				\$ 2,824.38
Hopper		\$ 812.63				\$ 812.63
Priceline		\$ 7,433.75				\$ 7,433.75
<b>Total OTA</b>		<b>\$ 110,241.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,241.59</b>
Direct Rental Homes		Q1	Q2	Q3	Q4	Total
1007 E North St	Historic Heritage Haven	Sage \$ 70.98				\$ 70.98
1013 E North St	Historic Downtown Haven	Hunter				\$ -
111 River Dr	Retreat River Dr	Navy				\$ -
1207 Ridgeview Dr	Retreat on Ridgeview Dr	Snapdragon				\$ -
1212 Winnebago St	Brick House Charm	Dandelion \$ 166.17				\$ 166.17
1237 S Outagamie St	1237 S Outagamie St	Beige \$ 203.80				\$ 203.80
1315 S Alicia Dr	Alicia Street Affluence	Oatmeal \$ 405.00				\$ 405.00
134 E Marquette St	ERB Park Escape	Buttercup				\$ -
1406 N Graceland Ave	Graceland Getaway	Evergreen				\$ -
227 E College Ave	Pinball Penthouse Luxury Downtown Flat	Lemon \$ 104.04				\$ 104.04
228 N Rankin St	Relaxing Downtown 2BR	Moss \$ 53.87				\$ 53.87
308 E Franklin	Destination Downtown	Daffodil				\$ -
432 Seymour St	White Castle	Blue \$ 230.96				\$ 230.96
5110 N Gala Ct	5110 N Gala Ct					\$ -
515 W Fifth St	Appleton's Oldest House(Fifth ST)	\$ 330.75				\$ 330.75
532 W Colege Ave	Keyston Futures LLC Shane Forrest	Gold				\$ -
600 Goodall St	Goodall St Getaway	Brown				\$ -
600 N Outagamie Ct	MPS Properties LLC - Brent Buss	Orchid				\$ -
609 S State St	Spacious Downtown Character Home	Yellow \$ 411.51				\$ 411.51
628 S Summit St	Traveler Oasis - Chris Davis	White \$ 57.45				\$ 57.45
710 E Franklin St	Fantastic 5 Bedroom on Franklin	Teal				\$ -
826 E John St	Downtown Luxury at Lawrence	Pink				\$ -
839 E Franklin St	Home Away From Home Off College Ave	Jade \$ 72.67				\$ 72.67
<b>Direct Rental Homes</b>		<b>\$ 2,107.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,107.20</b>
<b>10% Room Tax</b>		<b>\$ 492,983.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 492,983.21</b>
<b>Reported Room Revenue</b>		<b>\$ 4,929,832.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,929,832.10</b>
<b>CVB allocation</b>		<b>\$ 140,500.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,500.21</b>

Associated Trust Reported Room Tax by Municipality 2025

Fox Crossing, Village of								
Hotels		Q1	Q2	Q3	Q4	Total		
Cobblestone Hotel & Suites: 1465 Bryce Dr		\$ 12,358.05				\$	12,358.05	
Econo Lodge Neenah 2000 Holly Road		\$ 20,112.91				\$	20,112.91	
						\$	-	
Total Hotels		\$ 32,470.96				\$	32,470.96	
Online Travel Agencies		Q1	Q2	Q3	Q4	Total		
Agoda		\$ 573.94				\$	573.94	
AirBnB		\$ -				\$	-	
Booking.com						\$	-	
Evolve		\$ 305.40				\$	305.40	
Expedia		\$ 3,725.40				\$	3,725.40	
Home Away		\$ 429.80				\$	429.80	
Hopper						\$	-	
Priceline						\$	-	
Total OTA		\$ 5,034.54	\$ -	\$ -	\$ -	\$	5,034.54	
Direct Rental Homes		Q1	Q2	Q3	Q4	Total		
1270 Bartlien CT Jenny Ball AirBnb		149.38					149.38	
1764 Brighton Beach Rd Pamela Schoenecker Cottage Industires		-					-	
							-	
							-	
Total Direct Rental Homes		\$ 149.38	\$ -	\$ -	\$ -	\$	149.38	
10% Room Tax		\$ 37,654.88	\$ -	\$ -	\$ -	\$	37,654.88	
Reported Room Revenue		\$ 376,548.80	\$ -	\$ -	\$ -	\$	376,548.80	
CVB allocation		\$ 10,731.64	\$ -	\$ -	\$ -	\$	10,731.64	

**Associated Trust Reported Room Tax by Municipality 2025**

**Grand Chute, Town of**

Hotels		Q1	Q2	Q3	Q4	Total
Baymont & Travelodge	3920 & 3924 W College Ave	\$ 16,733.48				\$ 16,733.48
Best Western Plus	1565 N Federated Dr (Appleton Airport Mall)	\$ 19,348.46				\$ 19,348.46
Budget Inn	1032 S Westland Dr.	\$ 1,220.10				\$ 1,220.10
Candlewood Suites	4525 W College Ave	\$ 22,118.79				\$ 22,118.79
Clarion Inn	3033 W College Ave	\$ 24,455.49				\$ 24,455.49
Comfort Suites	3809 W Wisconsin Ave	\$ 52,936.48				\$ 52,936.48
Country Inn & Suites	355 Fox River Dr (Fox River Hotel LLC)	\$ 56,743.51				\$ 56,743.51
Doubletree	150 Nicolet Drive	\$ 134,934.62				\$ 134,934.62
Economy Inn	210 N Westhill Blvd (fka Rodeway)	\$ 9,575.03				\$ 9,575.03
Extended Stay	4141 Boardwalk	\$ 6,810.63				\$ 6,810.63
Fairfield Inn	130S Nicolet Rd	\$ 59,994.57				\$ 59,994.57
Four Points	300 N Mall Dr (fka Grandstay)	\$ 29,323.74				\$ 29,323.74
Hampton Inn	350 Fox River Dr	\$ 122,036.08	Plus Q4-2024			\$ 122,036.08
Holiday Inn	1565 N Casaloma Dr		\$ 75,064.94			\$ 75,064.94
Home2 Suites	5155 W Grande Market Dr	\$ 63,110.17				\$ 63,110.17
Howard Johnson's	200 N Perkins St	\$ 7,285.91				\$ 7,285.91
La Quinta Inn & Suites #700	3730 W College	\$ 18,898.01				\$ 18,898.01
Microtel Inn & Suites	321 Metro Dr	Credit of 1938.63 us		\$ 4,864.16		\$ 4,864.16
Northern Inn	420 W Northland Ave	\$ 780.09				\$ 780.09
Quality Inn	3623 W College Ave	\$ 2,195.00				\$ 2,195.00
Residence Inn	310 Metro Dr	\$ 33,419.28				\$ 33,419.28
Super 8 Motel	3624 W College Ave	\$ 5,619.63				\$ 5,619.63
Wingate by Wyndham	132 N mall Dr	\$ 13,061.79				\$ 13,061.79
<b>Total Hotels</b>		<b>\$ 780,529.96</b>				<b>\$ 780,529.96</b>
Online Travel Agencies		Q1	Q2	Q3	Q4	Total
Agoda		\$ 4,646.19				\$ 4,646.19
AirBnB		\$ 8,038.51				\$ 8,038.51
Booking.com	Q4-2024 Only	\$ 10,631.94				\$ 10,631.94
Evolve		\$ 73.30				\$ 73.30
Expedia		\$ 63,585.17				\$ 63,585.17
Home Away		\$ 160.00				\$ 160.00
Hopper		\$ -				\$ -
Priceline		\$ 20,938.34				\$ 20,938.34
<b>Total OTA</b>		<b>\$ 108,073.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,073.45</b>
Direct Rental Homes		Q1	Q2	Q3	Q4	Total
						-
						-
						-
<b>Total Direct Rental Homes</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>10% Room Tax</b>		<b>\$ 888,603.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 888,603.41</b>
<b>Reported Room Revenue</b>		<b>\$ 8,886,034.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,886,034.10</b>
<b>CVB allocation</b>		<b>\$ 253,251.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 253,251.97</b>

\$8,905,417.65 in room revenue was reported to Associated Trust but the Actual Room Tax Deposited was only \$888,603.41 which calculates to the \$8,886,034.10 which is a difference of \$19,383.55 and Room Tax of \$1938.35 - this is the amount short paid by the Microtel Inn.

Report Room Revenue	\$ 8,905,417.65
Calculate Room Revenue from 10% Tax Deposited	\$ 8,886,034.10
Difference in Actual vs Calculated	\$ 19,383.55
10% Room Tax on Calculated Total	\$ 1,938.35

Associated Trust Reported Room Tax by Municipality 2025

Kaukauna, City of							
Hotels		Q1	Q2	Q3	Q4	Total	
Days Inn	1201 Maloney Rd(fka Settle Inn)	\$ 3,525.22				\$ 3,525.22	
						\$ -	
						\$ -	
Total Hotels		\$ 3,525.22				\$ 3,525.22	
Online Travel Agencies		Q1	Q2	Q3	Q4	Total	
Agoda		\$ 61.72				\$ 61.72	
AirBnB		\$ 2,790.02				\$ 2,790.02	
Booking.com		\$ 374.11				\$ 374.11	
Evolve		\$ -				\$ -	
Expedia		\$ 927.05				\$ 927.05	
Home Away		\$ 42.10				\$ 42.10	
Hopper						\$ -	
Priceline						\$ -	
Total OTA		\$ 4,195.00	\$ -	\$ -	\$ -	\$ 4,195.00	
Direct Rental Homes		Q1	Q2	Q3	Q4	Total	
						-	
						-	
Total Direct Rental Homes		\$ -	\$ -	\$ -	\$ -	\$ -	
10% Room Tax		\$ 7,720.22	\$ -	\$ -	\$ -	\$ 7,720.22	
Reported Room Revenue		\$ 77,202.20	\$ -	\$ -	\$ -	\$ 77,202.20	
CVB allocation		\$ 2,200.26	\$ -	\$ -	\$ -	\$ 2,200.26	

Associated Trust Reported Room Tax by Municipality 2025

Kimberly, Village of							
Hotels		Q1	Q2	Q3	Q4	Total	
Hilton Garden Inn		\$ 55,163.30				\$	55,163.30
Quality Inn & Suites		\$ 15,144.57				\$	15,144.57
						\$	-
						\$	-
Total Hotels		\$ 70,307.87				\$	70,307.87
Online Travel Agencies		Q1	Q2	Q3	Q4	Total	
Agoda		\$ -				\$	-
AirBnB	Plus Q4-2024	\$ 952.81				\$	952.81
Booking.com		\$ -				\$	-
Evolve		\$ -				\$	-
Expedia		\$ 1,569.78				\$	1,569.78
Home Away		\$ 219.80				\$	219.80
Hopper		\$ -				\$	-
Priceline		\$ -				\$	-
Total OTA		\$ 2,742.39	\$ -	\$ -	\$ -	\$	2,742.39
Direct Rental Homes		Q1	Q2	Q3	Q4	Total	
							-
							-
Total Direct Rental Homes		\$ -	\$ -	\$ -	\$ -	\$	-
10% Room Tax		\$ 73,050.26	\$ -	\$ -	\$ -	\$	73,050.26
Reported Room Revenue		\$ 730,502.60	\$ -	\$ -	\$ -	\$	730,502.60
CVB allocation		\$ 20,819.32	\$ -	\$ -	\$ -	\$	20,819.32

Associated Trust Reported Room Tax by Municipality 2025

Little Chute, Village of

Hotels		Q1	Q2	Q3	Q4	Total
Cobblestone	208 W. Main Street	\$ 23,260.13				\$ 23,260.13
Country Inn & Suites	130 Patriot Dr	\$ 23,071.76				\$ 23,071.76
						\$ -
						\$ -
						\$ -
						\$ -
Total Hotels		\$ 46,331.89				\$ 46,331.89
Online Travel Agencies		Q1	Q2	Q3	Q4	Total
Agoda		\$ 221.86				\$ 221.86
AirBnB		\$ 1,395.20				\$ 1,395.20
Booking.com		\$ 284.23				\$ 284.23
Evolve		\$ -				\$ -
Expedia		\$ 4,680.14				\$ 4,680.14
Home Away		\$ -				\$ -
Hopper		\$ -				\$ -
Priceline		\$ -				\$ -
Total OTA		\$ 6,581.43	\$ -	\$ -	\$ -	\$ 6,581.43
Direct Rental Homes		Q1	Q2	Q3	Q4	Total
						-
						-
Total Direct Rental Homes		\$ -	\$ -	\$ -	\$ -	\$ -
10% Room Tax		\$ 52,913.32	\$ -	\$ -	\$ -	\$ 52,913.32
Reported Room Revenue		\$ 529,133.20	\$ -	\$ -	\$ -	\$ 529,133.20
CVB allocation		\$ 15,080.30	\$ -	\$ -	\$ -	\$ 15,080.30

Associated Trust Reported Room Tax by Municipality 2025

Menasha, City of

Hotels		Q1	Q2	Q3	Q4	Total
						\$ -
						\$ -
Total Hotels		\$ -				\$ -
Online Travel Agencies		Q1	Q2	Q3	Q4	Total
Agoda		\$ -				\$ -
AirBnB		\$ 1,166.16				\$ 1,166.16
Booking.com		\$ -				\$ -
Evolve		\$ -				\$ -
Expedia		\$ -				\$ -
Home Away		\$ 933.10				\$ 933.10
Hopper		\$ -				\$ -
Priceline		\$ -				\$ -
Total OTA		\$ 2,099.26	\$ -	\$ -	\$ -	\$ 2,099.26
Direct Rental Homes		Q1	Q2	Q3	Q4	Total
537 Broad Street	Batterman Retreat Properties	324.43				324.43
724 Milwaukee St	Giles House	12.12				12.12
						-
						-
Total Direct Rental Homes		\$ 336.55	\$ -	\$ -	\$ -	\$ 336.55
10% Room Tax		\$ 2,435.81	\$ -	\$ -	\$ -	\$ 2,435.81
Reported Room Revenue		\$ 24,358.10	\$ -	\$ -	\$ -	\$ 24,358.10
CVB allocation		\$ 694.21	\$ -	\$ -	\$ -	\$ 694.21

Associated Trust Reported Room Tax by Municipality 2025

Neenah, City of

Hotels		Q1	Q2	Q3	Q4	Total
Best Western Bridgewood	1000 Cameron Way	\$ 63,171.76				\$ 63,171.76
Days Inn	495 S Green Bay Rd	\$ 8,509.00				\$ 8,509.00
DoubleTree Neenah	123 E Wisconsin Ave	\$ 56,310.38				\$ 56,310.38
Parkway Motel	1181 Gillingham Rd	\$ 935.24				\$ 935.24
Twin City Motel	375 S. Green Bay Road	\$ 2,368.93				\$ 2,368.93
						\$ -
Total Hotels		\$ 131,295.31				\$ 131,295.31
Online Travel Agencies		Q1	Q2	Q3	Q4	Total
Agoda		\$ 457.68				\$ 457.68
AirBnB		\$ 12,059.17				\$ 12,059.17
Booking.com		\$ 2,556.42				\$ 2,556.42
Evolve		\$ 286.60				\$ 286.60
Expedia		\$ 10,610.65				\$ 10,610.65
Home Away		\$ 86.00				\$ 86.00
Hopper		\$ 353.00				\$ 353.00
Priceline		\$ 6,003.60				\$ 6,003.60
Total OTA		\$ 32,413.12	\$ -	\$ -	\$ -	\$ 163,708.43
Direct Rental Homes		Q1	Q2	Q3	Q4	Total
						-
						-
Total Direct Rental Homes		\$ -	\$ -	\$ -	\$ -	\$ -
10% Room Tax		\$ 163,708.43	\$ -	\$ -	\$ -	\$ 295,003.74
Reported Room Revenue		\$ 1,637,084.30	\$ -	\$ -	\$ -	\$ 2,950,037.40
CVB allocation		\$ 46,656.90	\$ -	\$ -	\$ -	\$ 84,076.07

Neenah, Town of							
Hotels		Q1	Q2	Q3	Q4	Total	
						\$	-
						\$	-
						\$	-
Total Hotels		\$	-			\$	-
Online Travel Agencies		Q1	Q2	Q3	Q4	Total	
Agoda						\$	-
AirBnB		\$	2,572.61			\$	2,572.61
Booking.com		\$	-			\$	-
Evolve		\$	78.30			\$	78.30
Expedia		\$	-			\$	-
Home Away		\$	267.10			\$	267.10
Hopper						\$	-
Priceline						\$	-
Total OTA		\$	2,918.01	\$	-	\$	-
Total OTA		\$	2,918.01	\$	-	\$	-
Total OTA		\$	2,918.01	\$	-	\$	-
Direct Rental Homes		Q1	Q2	Q3	Q4	Total	
1747 Cty Rd A	Nick Snyder		-				-
							-
Total Direct Rental Homes		\$	-	\$	-	\$	-
Total Direct Rental Homes		\$	-	\$	-	\$	-
10% Room Tax		\$	2,918.01	\$	-	\$	-
10% Room Tax		\$	2,918.01	\$	-	\$	-
Reported Room Revenue		\$	29,180.10	\$	-	\$	-
Reported Room Revenue		\$	29,180.10	\$	-	\$	-
CVB allocation		\$	831.63	\$	-	\$	-
CVB allocation		\$	831.63	\$	-	\$	-

Associated Trust Reported Room Tax by Municipality 2025

All Municipalities

Hotels	Q1	Q2	Q3	Q4	Total
Appleton	\$ 380,634.42	\$ -	\$ -	\$ -	\$ 380,634.42
Fox Crossing	\$ 32,470.96	\$ -	\$ -	\$ -	\$ 32,470.96
Grand Chute	\$ 780,529.96	\$ -	\$ -	\$ -	\$ 780,529.96
Kaukana	\$ 3,525.22	\$ -	\$ -	\$ -	\$ 3,525.22
Kimberly	\$ 70,307.87	\$ -	\$ -	\$ -	\$ 70,307.87
Little Chute	\$ 46,331.89	\$ -	\$ -	\$ -	\$ 46,331.89
Menasha	\$ -	\$ -	\$ -	\$ -	\$ -
Neenah, City	\$ 131,295.31	\$ -	\$ -	\$ -	\$ 131,295.31
Neenah, Town	\$ -	\$ -	\$ -	\$ -	\$ -
Sherwood	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Hotels</b>	<b>\$ 1,445,095.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,445,095.63</b>
Online Travel Agencies	Q1	Q2	Q3	Q4	Total
Appleton	\$ 110,241.59	\$ -	\$ -	\$ -	\$ 110,241.59
Fox Crossing	\$ 5,034.54	\$ -	\$ -	\$ -	\$ 5,034.54
Grand Chute	\$ 108,073.45	\$ -	\$ -	\$ -	\$ 108,073.45
Kaukana	\$ 4,195.00	\$ -	\$ -	\$ -	\$ 4,195.00
Kimberly	\$ 2,742.39	\$ -	\$ -	\$ -	\$ 2,742.39
Little Chute	\$ 6,581.43	\$ -	\$ -	\$ -	\$ 6,581.43
Menasha	\$ 2,099.26	\$ -	\$ -	\$ -	\$ 2,099.26
Neenah, City	\$ 32,413.12	\$ -	\$ -	\$ -	\$ 32,413.12
Neenah, Town	\$ 2,918.01	\$ -	\$ -	\$ -	\$ 2,918.01
Sherwood	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total OTA</b>	<b>\$ 274,298.79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 274,298.79</b>
Direct Rental Homes	Q1	Q2	Q3	Q4	Total
Appleton	2,107.20	-	-	-	2,107.20
Fox Crossing	149.38	-	-	-	149.38
Grand Chute	-	-	-	-	-
Kaukana	-	-	-	-	-
Kimberly	-	-	-	-	-
Little Chute	-	-	-	-	-
Menasha	336.55	-	-	-	336.55
Neenah, City	-	-	-	-	-
Neenah, Town	-	-	-	-	-
Sherwood	-	-	-	-	-
<b>Total Direct Rental Homes</b>	<b>\$ 2,593.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,593.13</b>
<b>10% Room Tax</b>	<b>\$ 1,721,987.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,721,987.55</b>
<b>Reported Room Revenue</b>	<b>\$ 17,219,875.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,219,875.50</b>
<b>CVB allocation</b>	<b>\$ 490,766.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 490,766.45</b>
<b>Expo Center</b>	<b>\$ 516,596.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 398.63</b>
<b>Sports Center</b>	<b>\$ 516,596.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11.36</b>
<b>Municipalities</b>	<b>\$ 198,028.57</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,986.84</b>

**2025 Third Party Lodging Room Tax by Municipality**

<b>Appleton, City of</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ 1,583.75	\$ -	\$ -	\$ -	\$ 1,583.75
AirBnB	\$ 72,196.13	\$ -	\$ -	\$ -	\$ 72,196.13
Booking.com	\$ 935.47	\$ -	\$ -	\$ -	\$ 935.47
Evolve	\$ 288.08	\$ -	\$ -	\$ -	\$ 288.08
Expedia	\$ 24,167.40	\$ -	\$ -	\$ -	\$ 24,167.40
Home Away	\$ 2,824.38	\$ -	\$ -	\$ -	\$ 2,824.38
Hopper	\$ 812.63	\$ -	\$ -	\$ -	\$ 812.63
Priceline	\$ 7,433.75	\$ -	\$ -	\$ -	\$ 7,433.75
Direct Rental Homes	\$ 2,107.20	\$ -	\$ -	\$ -	\$ 2,107.20
<b>Reported OTA Room Revenue</b>	<b>\$ 112,348.79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,348.79</b>
<b>10% of Total Collection</b>	<b>\$ 11,234.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,234.88</b>

<b>Fox Crossing, Village of</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ 573.94	\$ -	\$ -	\$ -	\$ 573.94
AirBnB	\$ -	\$ -	\$ -	\$ -	\$ -
Booking.com	\$ -	\$ -	\$ -	\$ -	\$ -
Evolve	\$ 305.40	\$ -	\$ -	\$ -	\$ 305.40
Expedia	\$ 3,725.40	\$ -	\$ -	\$ -	\$ 3,725.40
Home Away	\$ 429.80	\$ -	\$ -	\$ -	\$ 429.80
Hopper	\$ -	\$ -	\$ -	\$ -	\$ -
Priceline	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Rental Homes	\$ 149.38	\$ -	\$ -	\$ -	\$ 149.38
<b>Reported OTA Room Revenue</b>	<b>\$ 5,183.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,183.92</b>
<b>10% of Total Collection</b>	<b>\$ 518.39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 518.39</b>

<b>Grand Chute, Town of</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ 4,646.19	\$ -	\$ -	\$ -	\$ 4,646.19
AirBnB	\$ 8,038.51	\$ -	\$ -	\$ -	\$ 8,038.51
Booking.com	\$ 10,631.94	\$ -	\$ -	\$ -	\$ 10,631.94
Evolve	\$ 73.30	\$ -	\$ -	\$ -	\$ 73.30
Expedia	\$ 63,585.17	\$ -	\$ -	\$ -	\$ 63,585.17
Home Away	\$ 160.00	\$ -	\$ -	\$ -	\$ 160.00
Hopper	\$ -	\$ -	\$ -	\$ -	\$ -
Priceline	\$ 20,938.34	\$ -	\$ -	\$ -	\$ 20,938.34
Direct Rental Homes	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reported OTA Room Revenue</b>	<b>\$ 108,073.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,073.45</b>
<b>10% of Total Collection</b>	<b>\$ 10,807.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,807.35</b>

<b>Kauakana, City of</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ 61.72	\$ -	\$ -	\$ -	\$ 61.72
AirBnB	\$ 2,790.02	\$ -	\$ -	\$ -	\$ 2,790.02
Booking.com	\$ 374.11	\$ -	\$ -	\$ -	\$ 374.11
Evolve	\$ -	\$ -	\$ -	\$ -	\$ -
Expedia	\$ 927.05	\$ -	\$ -	\$ -	\$ 927.05
Home Away	\$ 42.10	\$ -	\$ -	\$ -	\$ 42.10
Hopper	\$ -	\$ -	\$ -	\$ -	\$ -

**2025 Third Party Lodging Room Tax by Municipality**

Priceline	\$	-	\$	-	\$	-	\$	-	\$	-
Direct Rental Homes	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Reported OTA Room Revenue</b>	\$	<b>4,195.00</b>	\$	-	\$	-	\$	-	\$	<b>4,195.00</b>
<b>10% of Total Collection</b>	\$	<b>419.50</b>	\$	-	\$	-	\$	-	\$	<b>419.50</b>
<b>Kimberly, Village of</b>		<b>Q1</b>		<b>Q2</b>		<b>Q3</b>		<b>Q4</b>		<b>Total</b>
Agoda	\$	-	\$	-	\$	-	\$	-	\$	-
AirBnB	\$	952.81	\$	-	\$	-	\$	-	\$	952.81
Booking.com	\$	-	\$	-	\$	-	\$	-	\$	-
Evolve	\$	-	\$	-	\$	-	\$	-	\$	-
Expedia	\$	1,569.78	\$	-	\$	-	\$	-	\$	1,569.78
Home Away	\$	219.80	\$	-	\$	-	\$	-	\$	219.80
Hopper	\$	-	\$	-	\$	-	\$	-	\$	-
Priceline	\$	-	\$	-	\$	-	\$	-	\$	-
Direct Rental Homes	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Reported OTA Room Revenue</b>	\$	<b>2,742.39</b>	\$	-	\$	-	\$	-	\$	<b>2,742.39</b>
<b>10% of Total Collection</b>	\$	<b>274.24</b>	\$	-	\$	-	\$	-	\$	<b>274.24</b>

<b>Little Chute, Village of</b>		<b>Q1</b>		<b>Q2</b>		<b>Q3</b>		<b>Q4</b>		<b>Total</b>
Agoda	\$	221.86	\$	-	\$	-	\$	-	\$	221.86
AirBnB	\$	1,395.20	\$	-	\$	-	\$	-	\$	1,395.20
Booking.com	\$	284.23	\$	-	\$	-	\$	-	\$	284.23
Evolve	\$	-	\$	-	\$	-	\$	-	\$	-
Expedia	\$	4,680.14	\$	-	\$	-	\$	-	\$	4,680.14
Home Away	\$	-	\$	-	\$	-	\$	-	\$	-
Hopper	\$	-	\$	-	\$	-	\$	-	\$	-
Priceline	\$	-	\$	-	\$	-	\$	-	\$	-
Direct Rental Homes	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Reported OTA Room Revenue</b>	\$	<b>6,581.43</b>	\$	-	\$	-	\$	-	\$	<b>6,581.43</b>
<b>10% of Total Collection</b>	\$	<b>658.14</b>	\$	-	\$	-	\$	-	\$	<b>658.14</b>

<b>Menasha, City of</b>		<b>Q1</b>		<b>Q2</b>		<b>Q3</b>		<b>Q4</b>		<b>Total</b>
Agoda	\$	-	\$	-	\$	-	\$	-	\$	-
AirBnB	\$	1,166.16	\$	-	\$	-	\$	-	\$	1,166.16
Booking.com	\$	-	\$	-	\$	-	\$	-	\$	-
Evolve	\$	-	\$	-	\$	-	\$	-	\$	-
Expedia	\$	-	\$	-	\$	-	\$	-	\$	-
Home Away	\$	933.10	\$	-	\$	-	\$	-	\$	933.10
Hopper	\$	-	\$	-	\$	-	\$	-	\$	-
Priceline	\$	-	\$	-	\$	-	\$	-	\$	-
Direct Rental Homes	\$	336.55	\$	-	\$	-	\$	-	\$	336.55
<b>Reported OTA Room Revenue</b>	\$	<b>2,435.81</b>	\$	-	\$	-	\$	-	\$	<b>2,435.81</b>
<b>10% of Total Collection</b>	\$	<b>243.58</b>	\$	-	\$	-	\$	-	\$	<b>243.58</b>

<b>Neenah, City of</b>		<b>Q1</b>		<b>Q2</b>		<b>Q3</b>		<b>Q4</b>		<b>Total</b>
Agoda	\$	457.68	\$	-	\$	-	\$	-	\$	457.68
AirBnB	\$	12,059.17	\$	-	\$	-	\$	-	\$	12,059.17
Booking.com	\$	2,556.42	\$	-	\$	-	\$	-	\$	2,556.42

**2025 Third Party Lodging Room Tax by Municipality**

Evolve	\$ 286.60	\$ -	\$ -	\$ -	\$ 286.60
Expedia	\$ 10,610.65	\$ -	\$ -	\$ -	\$ 10,610.65
Home Away	\$ 86.00	\$ -	\$ -	\$ -	\$ 86.00
Hopper	\$ 353.00	\$ -	\$ -	\$ -	\$ 353.00
Priceline	\$ 6,003.60	\$ -	\$ -	\$ -	\$ 6,003.60
Direct Rental Homes	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reported OTA Room Revenue</b>	<b>\$ 32,413.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,413.12</b>
<b>10% of Total Collection</b>	<b>\$ 3,241.31</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,241.31</b>
<b>Neenah, Town of</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ -	\$ -	\$ -	\$ -	\$ -
AirBnB	\$ 2,572.61	\$ -	\$ -	\$ -	\$ 2,572.61
Booking.com	\$ -	\$ -	\$ -	\$ -	\$ -
Evolve	\$ 78.30	\$ -	\$ -	\$ -	\$ 78.30
Expedia	\$ -	\$ -	\$ -	\$ -	\$ -
Home Away	\$ 267.10	\$ -	\$ -	\$ -	\$ 267.10
Hopper	\$ -	\$ -	\$ -	\$ -	\$ -
Priceline	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Rental Homes	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reported OTA Room Revenue</b>	<b>\$ 2,918.01</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,918.01</b>
<b>10% of Total Collection</b>	<b>\$ 291.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 291.80</b>

<b>ALL MUNICIPALITIES TOTALS</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Agoda	\$ 7,545.14	\$ -	\$ -	\$ -	\$ 7,545.14
AirBnB	\$ 101,170.61	\$ -	\$ -	\$ -	\$ 101,170.61
Booking.com	\$ 14,782.17	\$ -	\$ -	\$ -	\$ 14,782.17
Evolve	\$ 1,031.68	\$ -	\$ -	\$ -	\$ 1,031.68
Expedia	\$ 109,265.59	\$ -	\$ -	\$ -	\$ 109,265.59
Home Away	\$ 4,962.28	\$ -	\$ -	\$ -	\$ 4,962.28
Hopper	\$ 1,165.63	\$ -	\$ -	\$ -	\$ 1,165.63
Priceline	\$ 34,375.69	\$ -	\$ -	\$ -	\$ 34,375.69
Direct Rental Homes	\$ 2,593.13	\$ -	\$ -	\$ -	\$ 2,593.13
<b>Total OTA Room Revenue</b>	<b>\$ 276,891.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 276,891.92</b>
<b>10% of Total Collection</b>	<b>\$ 27,689.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,689.19</b>

<b>2025</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
<b>Reported Room Revenue</b>	\$ 276,891.92	\$ -	\$ -	\$ -	\$ 276,891.92
<b>Room Tax Receipts</b> 10%	\$ 27,689.19	\$ -	\$ -	\$ -	\$ 27,689.29
<b>CVB Allocation</b> 2.85%	\$ 7,891.42	\$ -	\$ -	\$ -	\$ 7,891.45
<b>Exhibition Cntr Allocation</b> 3%	\$ 8,306.76	\$ -	\$ -	\$ -	\$ 8,306.79
<b>Sports Facilities Allocation</b> 3%	\$ 8,306.76	\$ -	\$ -	\$ -	\$ 8,306.79
<b>Municipality Allocation</b> 1.15%	\$ 3,184.26	\$ -	\$ -	\$ -	\$ 3,184.27

# **Annual Report of the Fox Cities Area Room Tax Commission 2024**

The FOX CITIES AREA ROOM TAX COMMISSION has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes, formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone pursuant to the Room Tax Act.

## **Meetings**

The Commission met three times in its 2024-2025 session which ran from June 2024 to May 2025. Meetings were held in September 2024 and March and May 2025. Meetings are generally held at the Fox Cities Convention & Visitors Bureau.

Meeting discussions included financial reports on room tax collections, status updates on room-tax funded bonds relating to the Fox Cities Exhibition Center and Community First Champion Center Fox Cities. The Commission also discussed third party rentals and room tax collections for this type of rental. Other discussions focused on a process for inviting other communities to join the Tourism Zone.

Commissioners were appointed from the 10 municipalities comprising the Fox Cities Tourism Zone (see attached for listing).

At the September 2024 meeting of the Commission, officers were elected:

- Vicky Rasmussen – Chair
- Brad Schmidt – Vice-Chair
- George Dearborn – Secretary

## **Room Tax Expenditures**

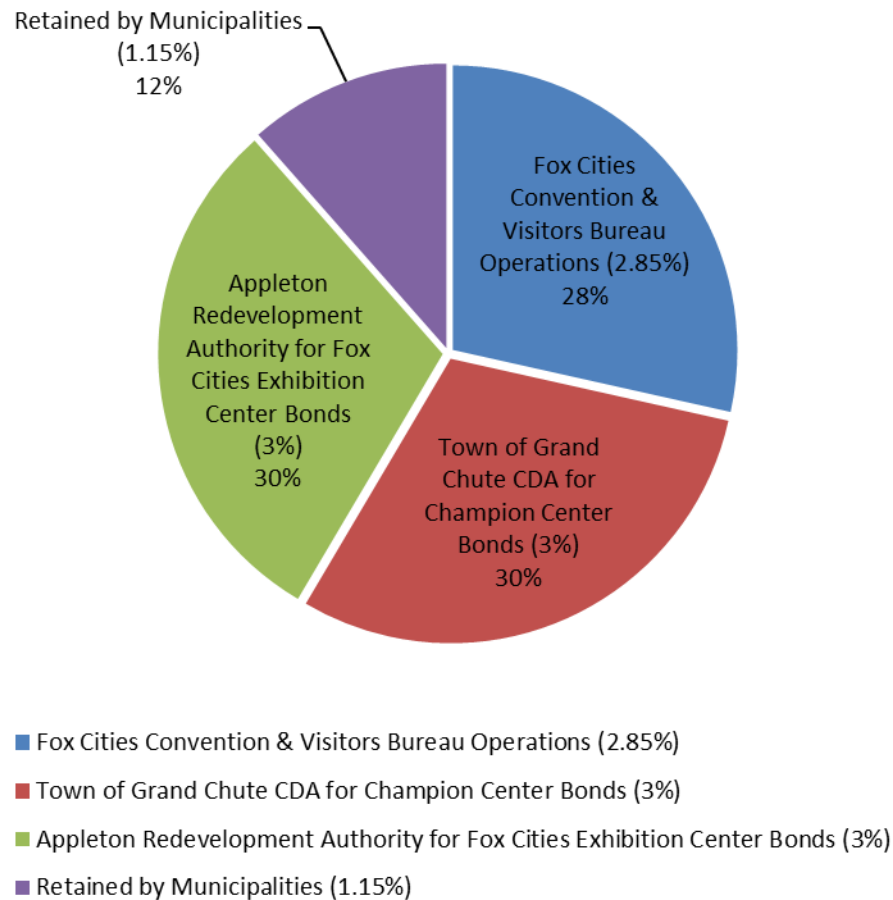
In June of 2018, the Commission, along with the 10 member municipalities, entered into a Fiscal Agency Agreement with Associated Trust to manage all room tax funds. Room Tax funds are now paid by lodging properties directly to Associated Trust which then distributes all room tax funds to the appropriate entities, including back to the municipalities.

The Fox Cities Convention & Visitors Bureau continues to provide the Commission, at no charge, the following administrative services: producing meeting agendas, minutes, summary financial reports and an annual report, along with communication to municipalities regarding their commissioners.

### Allocation of Room Tax Funds

The attached financial report shows actual tax collections and the allocations for fiscal 2023 (January to December). A graphic summary of room tax allocations is below:

### **Fox Cities Room Tax Allocations** **Total = 10% Tax**



## **FOX CITIES AREA ROOM TAX COMMISSION**

### **BYLAWS**

Approved March 20, 2017

Amended September 19, 2022

Amended September 18, 2023

Amended June 16, 2025

### **ARTICLE I. NAME AND PURPOSE**

Section 1.01 The FOX CITIES AREA ROOM TAX COMMISSION (the “Commission”) has been created as a Commission under the provisions of Section 66.0615 of the Wisconsin Statutes (“Room Tax Act”), formed to coordinate tourism promotion and tourism development using tax revenues generated from the imposition of room taxes in the Fox Cities Tourism Zone (as hereinafter defined) pursuant to the Room Tax Act. The jurisdiction of the Commission shall be the area comprised of the CITY OF APPLETON, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Appleton”), the CITY OF KAUKAUNA, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Kaukauna”), the CITY OF NEENAH, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“City of Neenah”), the VILLAGE OF KIMBERLY, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Kimberly”), the VILLAGE OF LITTLE CHUTE, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Little Chute”), the TOWN OF GRAND CHUTE, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Grand Chute”), the TOWN OF NEENAH, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Town of Neenah”), the VILLAGE OF FOX CROSSING, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Village of Fox Crossing”), the CITY OF MENASHA, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“City of Menasha”), and the VILLAGE OF SHERWOOD, WISCONSIN, a Wisconsin Municipal corporation and political subdivision (“Sherwood”), collectively, the “Municipalities”. The area comprising the Municipalities is deemed to be the “Fox Cities Tourism Zone.” The Municipalities have determined by written agreement that they are deemed to be one destination as perceived by the traveling public.

Section 1.02 The Commission is a quasi-Municipal body, corporate and politic, that is separate, distinct and independent from the State of Wisconsin and all local units of government. Its jurisdictional boundaries lie within the Fox Cities Tourism Zone. The Commission shall have all powers, authorities, duties and responsibilities set forth in Section 66.0615 of the Wisconsin Statutes and shall be subject to all provisions applicable to Commissions as provided therein. As a quasi-governmental body, the Commission shall comply with all applicable provisions of the Wisconsin Statutes and regulations promulgated thereunder as well as these Fox Cities Area Room Tax Commission Bylaws (“Bylaws”).

### **ARTICLE II. OFFICE**

Section 2.01 The principal office for the Commission shall initially be at the Fox Cities Convention and Visitors Bureau (hereinafter “CVB”) Office located at 213 S. Nicolet Rd.,

Appleton, WI 54914, which is generally the location where Commission meetings shall be held. However, the Commission may locate the principal office within the Fox Cities Tourism Zone and hold meetings within the Fox Cities Tourism Zone as determined by the Commission from time to time.

### ARTICLE III. MEMBERSHIP

Section 3.01 Membership on the Commission shall be as prescribed and established under the provisions of Sec. 66.0615(1m)(c)(2) of the Wisconsin Statutes, as amended from time to time.

Section 3.02 The room tax collection totals for the previous year will be determined ~~by the March~~<sup>after 4<sup>th</sup> quarter room tax has been collected.</sup> ~~Commission meeting~~ and these figures will be used to determine membership numbers for the next year.

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Section 3.03 A non-member municipality is eligible to become a member of the Commission, provided that the Municipalities agree in writing that the non-member municipality and the Municipalities are deemed to be one destination as perceived by the traveling public, and it (i) adopts an ordinance to impose a Room Tax consistent with the then-current requirements of this Commission and the Room Tax Act, (ii) becomes a party to all instruments relating to the imposition of Room Tax to which Municipalities in the Fox Cities Tourism Zone are a party, including but not limited to these Bylaws; and (iii) becomes a party to any other instrument as deemed necessary and proper by the Commission.

Section 3.04 Member municipalities must each pass a resolution adopting these Bylaws. The Commission shall keep on file a copy of each municipal resolution.

### ARTICLE IV. COMMISSIONERS

Section 4.01 The business affairs of the Commission shall be overseen by the Officers of this Commission.

Section 4.02 The number of Commissioners comprising the Commission shall be as prescribed under the provisions of Section 66.0615(1m)(c)(2), of the Wisconsin Statutes, as amended from time to time and according to Article III Sec. 3.02 of these Bylaws.

Section 4.03 The terms of office of each Commissioner shall be one (1) year, commencing in ~~June~~<sup>May</sup> of each year, and shall be appointed by the principal elected official in the municipality making the appointment(s), and the appointment(s) shall be confirmed by a majority vote of the members of the municipality's governing body who are present when the vote is taken in accordance with Section 66.0615(1m)(c)(3). In the event that the beginning month of the office is changed, the Commission may extend the term of sitting members until the new term begins, however such extension shall not extend for more than six months. Commissioners may be reappointed for an unlimited number of terms.

Section 4.04 Vacancies on the Commission shall be filled by the appointing authority who appointed the person whose seat is vacant. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term to which they were appointed.

Section 4.05 Commissioners shall receive no salaries for their services, but may receive reimbursement for their actual and necessary expenses incurred in the performance of their duties, as approved by the Commission.

Section 4.06 The Commission shall provide by resolution that in the event the Commission obtains information from the Municipalities or any other third party provider under subsection (a) below, which information was obtained by the Municipalities under Section 66.0615(2), such information shall remain confidential. All Room Tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the Commission and the Municipalities are deemed confidential, except that the Commission or the Municipalities may divulge their contents to the following:

- (a) Persons for the use in the discharge of duties imposed by law, or in the discharge of the duties of their office (unless otherwise prohibited by law), or by order of a court. The Commission may provide for the publishing of statistics classified so as not to disclose the identity of particular returns.

The Commission shall provide that persons violating the resolution enacted under this subsection may be required to forfeit not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00). Revenue from fines will become part of the Commission's Discretionary Funds. The Commission may use all lawful and reasonable means to collect amounts owed.

## ARTICLE V. MEETINGS

Section 5.01 All annual, regular, and special meetings of the Commission shall be held at the general meeting location of the Commission unless otherwise provided.

Section 5.02 The Annual Meeting of the Commission shall be held on a date during the **month of September** of each year, at such time as shall be determined by the Chairperson or through provisions stated in these Bylaws.

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Section 5.03 Regular meetings of the Commission shall be held at least semi-annually ~~in the months of September and March~~ at such times as shall be fixed by the Chairperson upon no less than forty-eight (48) hours prior notice.

Section 5.04 Special meetings of the Commission may be called by the Commission Chairperson or by the Vice-Chairperson, in the absence of the Chairperson. Special meetings of the Commission may also be called upon a written request signed by five (5) Commissioners stating the purpose or purposes of such Special Meeting request. The person or persons authorized

to call special meetings of the Commission may fix the date and time of such meeting upon no less than forty-eight (48) hours prior notice.

Section 5.05 To the extent provided by these Bylaws, the Commission, or any committee of the Commission, may, in addition to conducting meetings in which each Commissioner participates in person, and notwithstanding any place set forth in the notice of the meeting by these Bylaws, conduct any annual, regular or special meeting by the use of any electronic means of communication, provided (1) all participating Commissioners may simultaneously hear each other during the meeting and (2) all requirements of the Open Meetings Law are met. A Commissioner participating in a meeting by any means pursuant to this Section 5.05 shall be deemed to be present in person at the meeting.

Section 5.06 Notice of any regular or special meeting shall be provided to the public in accordance with Section 19.84 of the Wisconsin Open Meetings Law and given by written notice, delivered personally, by mail, facsimile transmission or e-mail to each Commissioner at his or her business address, facsimile number, e-mail address or at such other address or number as such Commissioner shall have designated in writing and filed at the Commission's principal office. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than forty-eight (48) hours prior to a meeting. In the case of an emergency, notice to Commissioners shall be given at least two (2) hours before a meeting.

- (a) If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice is given by electronic mail, such notice shall be deemed to be delivered when the sender transmits the message. If notice is given by facsimile transmission, such notice shall be deemed to be delivered when the sender receives in-hand a confirmation sheet indicating that the transmission is complete.
- (b) Whenever any notice is required to be given to any Commissioner under the provisions of these Bylaws, or under the provisions of any statute, a waiver thereof, in writing, signed at any time, whether before or after the time of the meeting, by the Commissioner entitled to such notice, shall be deemed equivalent to the given of such notice. The attendance of a Commissioner at a meeting shall constitute a waiver of notice of such meeting, except where a Commissioner attends a meeting and objects because the meeting is not lawfully called or convened.

Section 5.07 A majority of the number of Commissioners then in office shall constitute a quorum for the transaction of business at any meeting of the Commission.

Section 5.08 Except as otherwise specified by law or these Bylaws, the affirmative vote or approval of a majority of the Commissioners present at a meeting at which a quorum is present, shall be the act of the Commission, or a committee of the Commission in the case of a committee meeting. However, a supermajority vote of two-thirds (2/3) of Commissioners present at a meeting is required to amend these Bylaws. The voting on all matters presented for a vote shall be by voice vote, unless a Commissioner requests a roll call, or if roll call vote is required by law, in which case the Yeas and Nays shall be entered upon the minutes of the meeting. All resolutions or votes

of the Commission shall be entered in full in the minutes of the meeting or otherwise reduced to writing.

Section 5.09 Meetings of the Commission shall generally be conducted by Robert's Rules of Order as revised from time to time.

## **ARTICLE VI. REPORTS, AUDITS, AND FINANCES**

Section 6.01 It is recognized that the Fox Cities Convention and Visitors Bureau will be providing the labor behind the tasks spelled out in this section gratuitously but it is not the intent of the Commission to be a significant burden on the CVB. This effort by the CVB is welcomed and appreciated by the Commission, which will make its best efforts to keep requests of CVB staff minimal.

Section 6.02 The CVB will submit the following reports to the Commission:

- (a) A quarterly report that includes a detailed report of all administrative expenses, if any, of the Commission for the past quarter and a detailed report itemizing all expenses incurred in the past quarter that have been or should have been paid by the Commission. At the discretion of the CVB, the aforementioned reports may be combined into one report. This report should be delivered within sixty (60) days after the end of the quarter.
- (b) An annual report summarizing the activities of the Commission for the prior year and the purposes for which the room tax revenues were spent, as well as a balance sheet and income statement. This report should be delivered within one hundred and eighty (180) days after the end of the calendar year, but in no event less than ten (10) days prior to the Annual Meeting of the Commission as required by Section 5.02.
- (c) Any and all reports submitted to the Commission by the CVB under subsections (a) and (b) above shall be shared with each of the Municipalities so as to comply with the Commissions reporting requirements under Section 66.0615(1m)(d)(4).

Section 6.03 It is anticipated that the Commission funds shall be audited by and through the annual audit of the CVB. Such audit shall be conducted by a reputable and licensed accounting firm with an audit letter issued by a certified public accountant. In the event that an audit is not accomplished by the CVB or the Commission desires to conduct an audit independent of the CVB, the Commission may authorize such an audit upon the affirmative vote of the Commission. This audit shall be conducted as soon as practicable after January 1 and shall be completed and received by the Commission no later than ten (10) days prior to the Annual Meeting of the Commission.

Section 6.04 It is recognized and agreed that each of the Municipalities shall be solely responsible for fulfilling and complying with its own reporting requirements under Section 66.0615(4).

Section 6.05 Member municipalities are requested to contribute annually by June 1<sup>st</sup> an amount equal to three hundred dollars (\$300) for each seat on the Commission that is appointed

by a municipality for the support of the Commission and conducting of Commission business (“Discretionary Funds”). The Discretionary Funds will be kept separate and distinct from room tax revenues, will be subject to annual audits, and expenditures will only be made upon proper approval of the Commission. The Discretionary Funds will be allowed to accumulate until a twenty-thousand-dollar (\$20,000) savings is reached, at which time the municipal annual contributions will be suspended until the Discretionary Funds are below fifteen thousand dollars (\$15,000).

Section 6.06 The Commission may approve expenditures of Nondiscretionary Funds for designated and approved purposes and approval of Discretionary Funds for the conduct of Commission business. Upon approval of any expenditure, a payment will be issued to the recipient and approved/signed by the executive director of the CVB and the Commission Chairperson, or Vice-Chairperson in the absence of the Chairperson.

## **ARTICLE VII. OFFICERS**

Section 7.01 The principal officers of the Commission shall be a Chairperson, a Vice-Chairperson, and Secretary/Treasurer. The Commission shall select such officers from its members. Such other officers and assistant officers as may be deemed necessary by action of the Commission may be elected or appointed by the Commission.

Section 7.02 The Chairperson, Vice Chairperson, and Secretary/Treasurer (the “Elected Officers”) shall be elected by the Commissioners at the September meeting of the Commission or at such other time as determined by the Commission. If the election of such officers shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient. Each officer shall hold office for a term of one (1) year, commencing on the day of his or her election, or until his or her successor shall have been duly elected and shall have qualified, or until his or her death or resignation or until he or she shall have been removed from office in the manner hereinafter provided.

Section 7.03 Any officer or agent elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission’s best interests will be served thereby. Such removal shall be accomplished by having such matter appear on the agenda of the meeting provided with the notice and such vote occurring according to Roberts Rules of Order by a majority of the members in attendance, provided a quorum has been satisfied.

Section 7.04 A vacancy in any Elected Office will be filled by the Commission for the unexpired portion of the term.

Section 7.05 The Chairperson shall be the Commission’s principal executive officer and, subject to the control of the Commission, shall, in general, supervise all of the business and affairs of the Commission. The Chairperson shall, when present, preside at all meetings of the Commission. The Chairperson shall have the authority, either alone, with another officer or through his designee, to sign, execute and acknowledge, on behalf of the Commission, all deeds, mortgages, bonds, contracts and other documents or instruments which are necessary or proper in

the regular course of the Commission's business or which may be authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by the Bylaws to some other officer or agent of the Commission, or shall be required by law to be otherwise signed or executed. The Chairperson shall in general perform all duties incidental to the office of the Chairperson and such other duties as may be prescribed by the Commission from time to time. The Chairperson shall be an ex-officio member of all of the Commission's committees. In the absence of actual knowledge by third parties to the contrary, the execution of an instrument of the Commission by the Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to execute the instrument on behalf of the Tourism Zone.

Section 7.06 In the absence of the Chairperson, or in the event of the Chairperson's death or inability or refusal to act as directed by the Commission, the Vice-Chairperson shall perform the duties of the Chairperson; and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson may sign, with the Secretary/Treasurer, bonds or notes of the Commission and shall perform all other duties as from time to time may be assigned by the Chairperson and/or the Commission. In the absence of actual knowledge by third parties to the contrary, the execution of any instrument of the Commission by the Vice-Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to act in the stead of the Chairperson.

Section 7.07 The Secretary/Treasurer shall:

- (a) Keep or appoint someone to keep the minutes of the meetings of the Commission in one or more books provided for that purpose.
- (b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- (c) Act as the custodian or designate an individual to act as custodian of the Commission's records and see that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed.
- (d) Keep a register of the post office address of each Commissioner and each officer, which shall be furnished to the Secretary/Treasurer by each such person.
- (e) Sign with the Chairperson and/or Vice-Chairperson, all bonds, notes, agreements, deeds, instruments, certificates and other documents of the Commission which shall have been authorized by resolution of the Commission.
- (f) Oversee and report on expenditures, balance sheets, and income statements.
- (g) In general, perform all duties incidental to the office of the Secretary/Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.08 The Commission may, from time to time, appoint, hire and employ such other personnel as it shall deem necessary to exercise and carry out the powers, duties and functions of the Commission. The qualifications, duties and numbers of such personnel shall be consistent with the policies determined by the Commission.

Section 7.09 Officers shall receive no salaries for their services, nor shall they be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties, unless approved by the Commission.

#### **ARTICLE VIII. CONTRACTS AND FINANCIAL TRANSACTIONS**

Section 8.01 The Commission may authorize any officer or officers and/or employees, to enter into any contract, or to execute and deliver any instrument in the name of and on behalf of the Commission, and such authorization may be general or confined to specific instances. The Chairperson shall have the authority to enter into any contract or to deliver any instrument in the name and on behalf of the Commission with respect to any approved budgetary item or as may be granted by the Commission for other specific items from time to time.

Section 8.02 No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Commission. Such authorization may be general or confined to specific instances.

Section 8.03 The Commission shall have the power and authority to enact such rules and regulations, consistent with the provisions of applicable Wisconsin Statutes, as it may deem necessary concerning the issue, transfer, registration and verification of the Commission's financial transactions.

#### **ARTICLE IX. INDEMNIFICATION**

Section 9.01 The Commission shall not indemnify any Commissioner, officer or employee of the Commission for any actions taken or expenses incurred in any proceeding, including those in which the Commissioner, officer or employee was a party to such action because he or she is or was at the time of the events upon which proceeding was based, a Commissioner, officer or employee of the Commission.

Section 9.02 Each Commissioner, officer and employee of the Commission shall be responsible for obtaining their own liability coverage or making arrangements to extend their employer's liability coverage, to cover the Commissioner, officer or employee's activities on or in connection with the Commission.

#### **ARTICLE X. ROOM TAX COLLECTION**

Section 10.01 It will be each member municipality's responsibility to collect room taxes in accordance with established state and local laws. As stated in the Inter-Governmental Agreement, member municipalities must pay to the designated entity all room taxes collected.

Section 10.02 The Commission shall monitor the collection of room taxes from each of the Municipalities.

Section 10.03 Each of the Municipalities in the Fox Cities Tourism Zone shall levy the same percentage of room tax in accordance with Section 66.0615(1m)(b)(2); and, if the Municipalities cannot agree on the percentage of room tax to be imposed in the Fox Cities Tourism Zone, the percentage of room tax shall be set by the Commission, as prescribed in Section 5.07 and 5.08 of these Bylaws.

Section 10.04 In the event there are delinquencies in the amount of room tax revenue collected by a member municipality, or in the event there are inaccuracies in a member municipality's reporting of room tax revenue, the Commission shall report the same to the municipality that is due the tax in accordance with Section 66.0615(1m)(c)(5).

Section 10.05 Member municipalities must use all reasonable and lawful measures to collect room taxes and do so within a reasonable amount of time. Reasonable and lawful measures and reasonable amounts of time may include but are not limited to the following:

- (a) Phone calls and letters for Establishments less than thirty (30) days late.
- (b) Phone calls and letters related to rescinding the license for Establishments between thirty (30) and sixty (60) days late.
- (c) Rescinding license for Establishments between sixty (60) and ninety (90) days late.
- (d) Legal action to collect room taxes for Establishments between ninety (90) and one hundred twenty (120) days late

Section 10.06 As determined by the Commission, municipalities not paying collected room taxes to the designated entity or municipalities not using all reasonable and lawful measures to collect room taxes or not doing so in a reasonable amount of time, taking into account the circumstances of each instance, will be fined one-half percent (0.5%) of the room tax owed (once determined) but in any case not less than twenty five dollars (\$25) per calendar day the room tax owed is late. This fine will be invoiced monthly to the member municipality with late room tax collections and will include a one and one-half percent (1.5%) monthly interest charge on late invoice payments. In the event the actual amount of money owed is unknown or in dispute, an estimated amount will be invoiced and a settlement of differences will occur after actual amounts are determined. Revenue from fines will become part of the Commission's Discretionary Funds. The Commission may use all reasonable and lawful means to collect amounts owed.

Section 10.07 Costs incurred for all collection efforts made by or on behalf of the Commission, against a member municipality, will be reimbursed to the Commission by the member municipality against which collection efforts were taken within forty five (45) days of billing date by the Commission.