



**TWO
RIVERS**
WISCONSIN

ROOM TAX COMMISSION MEETING

April 13, 2026, at 4pm

3rd floor Committee Meeting Room
Two Rivers City Hall
1717 East Park Street
Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER** Meeting called to order at 4:13pm
2. **ROLL CALL Present:** Curt Andrerws, Kyle Kordell, Bill LeClaire, Mark Bittner. Attending remotely Rick Carey. Staff: Caitlyn Meola, Jeff Sachse and Joe Metzen.
3. **AMEND ROOM TAX ORDINANCE TO INCLUDE RV OVERNIGHT STAYS** See attached revised room tax ordinance for updates to this ordinance that was submitted to Two Rivers City Council for review and approval. Updates to the ordinance are in red.
A Motion to adopt the ordnance changes was made by Bill LeClair and seconded by Mark Bittner. Discussion. Jo Metzen provided projections that indicated this may result in a 10% increase in the total room tax revenue for 2026. Kyle Kordell indicated he had met with two of the three RV site providers in the city. Responses from the RV park owners to the ordinance change were positive. Curt Andrews called for a roll call vote. Voting Yay: Bittner, LeClair, Carey, Kordell and Andrews. Voting Nay: none
4. **COMMUNITY INPUT** None
5. **ADJOURNMENT** Meeting adjourned at 4:45pm

Wisconsin's Room Tax Commission Charter (under Wis. Stats. 66.0615 and Chapter 66.0615, Wisconsin.Gov Home, Wisconsin Legislature) establishes local bodies to manage hotel room taxes, primarily for funding tourism promotion and development, requiring at least 70% of revenue for these efforts, with commissions created by joint agreements for multi-municipality "Tourism Zones" or by single municipalities, governed by appointed members and overseen by the WI Dept of Revenue for reporting compliance.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.