



CITY OF TWO RIVERS  
ROOM TAX COMMITTEE PROCEEDINGS  
September 30, 2022  
10:00 AM, 3rd Floor City Hall

**Call to Order**

The meeting was called to order at 10:10 AM.

**Roll Call**

Room Tax members present: Curt Andrews, Peter Crabbe, Bill LeClair, and Greg Buckley. Rick Carey was absent from this meeting.

Also, present were Elizabeth Runge, Community Development Director, and Jeff Dawson Library Director. .

**Room Tax Revenue Updates**

The room tax revenues were provided to the Commission. The numbers show that revenues continue to be very positive for the City's lodging facilities.

**Report on 2022 Year to Date Spending of Room Tax Fund**

Staff provided a detailed report of expenditures that have been made to date for tourism, contract services, promotions, marketing and other expenses.

**Update on Incorporation Status**

Staff is working with On Point Consulting for the 501( c ) 6 creation process for the City's tourism entity. The Articles of Incorporation have been filed and the next step will be to develop by laws for governance.

**Update on Joint 2023 Visitors Guide with Manitowoc**

The steps have been taken to move forward with a joint guide for 2023. Staff from both entities have been working together to prepare advertisement packets, lock in a designer for the guide and a printer. The guide is planned to be ready at the end of January 2023 with 20,000 copies for distribution. It will also be avail digitally and have a QR code to provide updated information and links.

**2023 Budget**

A preliminary budget was presented to the commission for proposed 2023 tourism activities, and in preparation for the future entity /tourism department.