



**TWO
RIVERS**
WISCONSIN

**JOINT MEETING
ROOM TAX COMMISSION
EXPLORE TWO RIVERS
BOARD OF DIRECTORS.**

Thursday, October 17, 2024 at 4:00 PM

**Committee Room - City Hall, 3rd Floor
1717E. Park Street, Two Rivers, WI 54241**

MINUTES

1. CALL TO ORDER

Room Tax Commission vice-chair Rick Carey called the joint meeting of the Room Tax Commission and the Explore Two Rivers, Inc. Board of Directors to order at 4:00 p.m.

2. ROLL CALL

Room Tax Commission Members Present: Greg Buckley, Curt Andrews, Rick Carey, Mark Bittner, Bill LeClair. Absent: Curt Andrews

Explore Two Rivers Board Members Present: Bill LeClair, Brenda Koprowski, Joy Krieger, Nancy Nabak, Tonya Prosser. Absent: John Wyrostek, Gina Krahn

Also Attending: Lester Public Library Director Jeff Dawson, Parks and Recreation Director Mike Matthis, and Two Rivers Tourism Director Joe Metzen

3. APPROVAL OF MINUTES: October 9, 2024

Motion to approve the minutes of the October 9, 2024, Room Tax Commission meeting by Bill LeClair, seconded by Rick Carey. Motion carried by voice vote.

4. DISCUSSION of Relationship Between Room Tax Commission and Explore Two Rivers, Inc., Including Contract for Services; Direction from Room Tax Commission Regarding Contract with Explore Two Rivers, Inc.

Greg Buckley presented the written legal opinion of Attorney Andrew J. Adams, West & Dunn Law Firm, stating that the Room Tax Commission should engage in a contract with a tourism entity beginning with the 2025 calendar year.

Rick Carey and Greg Buckley reviewed the content of a conference call with Attorney Adams who confirmed that it is legal for the Tourism Director to be a city employee with funding from the Room Tax Commission. And, it is acceptable for the City to set up a separate fund for Explore Two Rivers, Inc. finances.

Additional discussion focused on the legal and philosophical issues moving forward in creating a contract and clearly defining organization roles of Explore Two Rivers, Inc., the Room Tax Commission, and the Tourism Director.

Tonya Prosser presented a letter from Bill Elliott, president & CEO of the Wisconsin Hotel & Lodging Association citing statues regarding the creation of and the contracting of a tourism entity in order for the Room Tax Commission to be compliant.

An ad hoc committee of Room Tax Commissioners Rick Carey and Curt Andrews and Explore Two Rivers board members Tonya Prosser and Joy Krieger was appointed to draft a contract. Two meetings were scheduled: October 30, 2024 (time to be announced) and a joint meeting of the Room Tax Commission for contract approval on November 6, 2024 at 4:00 p.m.

5. DISCUSS 2025 ROOM TAX/TOURISM BUDGET

Discussion tabled.

6. NEXT MEETINGS:

Ad hoc committee: October 30, 2024. Time to be announced.

Joint meeting of Room Tax Committee/Explore Two Rivers Board: November 6, 2024. 4:00 p.m.

7. ADJOURNMENT

Motion to adjourn the meeting at 5:20 p.m. by Mark Bittner, seconded by Bill LeClair. Motion carried by voice vote.

Respectfully submitted by

Greg Buckley for the Room Tax Commission

Brenda Koprowski for the Explore Two Rivers board