



**TWO
RIVERS**
WISCONSIN

ROOM TAX COMMISSION MEETING

Wednesday, November 4, 2026 at 10:00 AM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
Commission Members: Kyle Kordell, Curt Andrews, Rick Carey, Mark Bittner, Bill LeClair
Staff and Others: Caitlyn Meola
3. **APPROVAL OF MINUTES**
Approval of minutes from the October 6, 2026, meeting
4. **BUDGET REVIEW**
 - a. YTD budget to actual report (Action Item)
5. **EXPLORE TWO RIVERS**
 - a. Marketing Plan 2027
6. **ROOM TAX REQUESTS** (Action Item)
 - a. Mike Mathis (Parks & Rec)
 - b. The Washington House
 - c. Main Street
7. **APPROVAL OF THE FINAL 2027 BUDGET** (Action Item)
8. **PUBLIC INPUT**
9. **SCHEDULE NEXT MEETING**
10. **ADJOURNMENT**

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 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.