

**CITY OF BERLIN TOURISM COMMISSION MINUTES
OCTOBER 19TH, 2020
CITY OF BERLIN
BERLIN, WISCONSIN**

The October 19th, 2020 City Plan Commission meeting was called to order at 6:00 p.m. Roll call present were: Joel Bruessel, Andi Rogers, Janet Broesch, Michelle Omichinski, and Mary Kubiak. Also present was Lindsey Kemnitz & Andrew Nussbaum.

First item on the agenda was to elect chair, vice chair, and secretary. Rogers made a motion to elect Bruessel as Chair. Asked three times for any interested parties, hearing none Broesch seconded the motion, which was carried by a voice vote. Rogers made a motion to elect Broesch as Vice Chair. Asked three times for any other parties, hearing none Omichinski 2nd the motion. The motion was carried by a voice vote. Broesch made a motion to elect Rogers as secretary. Asked three times for any other interested parties, hearing none Omichinski 2nd the motion. The vote was carried by voice vote.

The next item was to discuss meeting guidelines and purpose of the commission. Chair Bruessel stated this commission will follow parliamentary rules during the meeting. He reminded the commission that this is a public meeting and that the board cannot communicate via email as that will be a violation of open meetings. The purpose for this group is to distribute the room tax funds to nonprofit entities for marketing to bring overnight stays within our community. Kemnitz provided the group with the state statute on room tax and other graphics to explain the purpose of the commission. Kemnitz also provided the commission an example application for the room tax funds from Waushara County.

The commission discussed accepting applications two times a year to align with when organizations would use the funds. They discussed March and September deadline for the application and decision in April and October. The funds can only go to a nonprofit, but the commission can work with nonprofits on community projects such as a Discover US episode. Nussbaum suggested retaining 8-10% contingency for the commission. One member asked what would happen if the funds were granted out and then the event was cancelled?

For the next meeting the commission will be reviewing additional room tax request forms from other communities, discuss requirements for room tax request, application deadlines, and review timeline.

Next meeting date is November 16th at 6pm.

Kubiak moved to adjourn at 7:40p.m. Broesch seconded the motion, which carried by voice vote.

Lindsey Kemnitz, Community Development Director