



CITY OF MANITOWOC  
WISCONSIN, USA  
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June 24, 2019

To: Finance Committee

From: April Kroner, Community Development Director

Subject: **Amendments to Room Tax Allocations Policy including Discover Manitowoc Grant Policy**

During the process of receiving and awarding Discover Manitowoc Grants in the first half of 2019, it was discovered that there are discrepancies between the City's existing policy regarding room tax allocations, including the Discover Manitowoc Grants, and how things have been administered over the past few years since it was initially created. Staff brought forward the existing policy to the Room Tax Commission for review and discussion, and it was determined that amendments should be made to the policy and administration of the program. The their May 7, 2019 meeting, the Room Tax Commission directed staff to make the appropriate revisions to the policy (and subsequently to the Discover Manitowoc program guidelines and application for funding) and bring this forward for review and consideration by the City's Finance Committee and Common Council.

The following summarizes the primary revisions to the existing policy:

<b>2-16-15 Policy</b>	<b>Application Language</b>	<b>How Administered</b>	<b>Recommendation</b>
No withholding amount	Final 10% of award to be withheld until event report complete	Per policy	Do Not Withhold funds. Amend application
Must be tax-exempt non-profit organization	Preference to non-profits but also open to for-profits	Per app	Allow for-profits to apply. Change Policy.
Apps to be submitted and reviewed bi-annually for awards (timeline provided)	Submittal dates identified Nov 30 and May 31	No deadline – accept as requested	Apps to be submitted and reviewed once/year for awards. Accept apps Jan 1 – Feb 28/29. Review and award in March.
75% of funds allocated to special events/Discover grant; 25% set aside for contingency	N/A	N/A	100% set aside for special events/Discover Grant.
Identified creation and details of a Room Tax Allocation Board	Identified Room Tax Allocation Board	Room Tax Allocation Board disbanded January 2017; Room Tax Commission Created April 2016	Remove reference to Room Tax Allocation Board in Policy and replace with Room Tax Commission per city ordinance.
Room Tax Board to report to council at least 2 times/year in writing	N/A	Not done	Delete requirement for reporting from Policy.
Post-event Reporting: Report back to board w/in 6 mos	Post-event Reporting: Report back to board in 90 days	No set time	Report back In Sept for events completed prior to Sept 1 <sup>st</sup> ; report back March of following year for events Sept 1-Dec 31.
Post-event reporting: Simple form will be provided to grantees w/set questions and request for documentation	Post-event Reporting: Indicates to provide a report, no form.	Applicant-driven report, no form	Prepare a simple form with requested info/data desired.

Attachments:                    Revised Room Tax Allocations Policy including Discover Manitowoc Grant Policy  
Revised Program Guidelines  
Revised Application  
Existing City Ordinance creating the Room Tax Commission

# CITY OF MANITOWOC CITY ROOM TAX ALLOCATIONS POLICY

## Including the: *Discover Manitowoc Grant Policy*

*Adopted February 16, 2015*

*Revised June, 2019*

### INTRODUCTION

Room Tax in the State of Wisconsin is governed by Wisconsin State Statute 66.0615. The City of Manitowoc is committed to utilizing these dollars for the direct purpose of promoting the area's attractions, special events and all tourist related areas which bring persons from all around the country/world to Manitowoc. This policy details how the funds will be distributed on an annual basis for the Discover Manitowoc portion.

#### 1. ALLOCATION OF FUNDS, PART ONE: FIXED FUNDS

- a. Manitowoc Area Visitor and Convention Bureau (MAVCB): Room Tax dollars collected from hotel room taxes shall be distributed annually to the MAVCB per established percentages which are at 52.19% in 2015.
- b. Manitowoc International Relations Association (MIRA): Room Tax dollars collected from hotel room taxes shall be distributed annually to MIRA per established percentages which are at 1.25% in 2015.
- c. General Fund: Per Resolution, 3.12% of Room Tax will be allocated to the General Fund of the City of Manitowoc on an annual basis.
- d. MAVCB Tourism Guide: \$10,000 shall be set aside annually for promotion of the City of Manitowoc within the MAVCB's annual tourism guide.

#### 2. ALLOCATION OF FUNDS, PART TWO: DISCRETIONARY FUNDS

- a. ~~75100%~~ of ~~remaining~~ funds shall be allocated to ~~tax exempt non-profit organizations~~, special events, and projects that support and complement the mission of drawing visitors to the City of Manitowoc through attractions, activities, events, and functions that positively reflect the best qualities of Manitowoc. Grants will be considered for new and/or sustained marketing costs of promoting qualifying and selected organizations, programs, events, and activities to populations outside of Manitowoc County. Grants may also be considered for direct support and/or seed money to qualifying and vetted organizations and events that have the potential to bring visitors to Manitowoc. Preference will be given to tax-exempt, non-profit organizations, however for-profit entities may still apply for funding.
- b. ~~25% of remaining funds shall be set aside as a contingency by the City of~~

~~in conjunction with the MAVCB, and/or for the purpose of special tourist-related circumstances~~



~~(ex: replacing electronic signage, downtown banners). These funds shall be budgeted annually by the Mayor and Community Development Department with subsequent approval by the Common Council in conjunction with the annual budget process.~~

~~e.b. The City of Manitowoc retains the right to utilize any fund balance in the Room Tax fund as they see necessary and prudent for tourism use.~~

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### 3. PROCESS FOR DISCRETIONARY FUND DISTRIBUTION

Discretionary funds (Part 2a) will be awarded as annual or multi-year “grants” based on the expert review and recommendations of an independent “Room Tax Allocation Board, Commission” (the “Commission”) as created per Manitowoc Municipal Code Chapter 3, 3.150, and an internal committee of city staff for special event waivers, ~~the details of which are outlined as follows:~~

~~a.—An independent (5) five-person Room Tax Allocation Board shall be appointed by the Mayor with the subsequent majority approval of the Common Council for the use of Room Tax Funds for tax exempt non-profit organizations and projects that support and complement the mission of drawing visitors to the City of Manitowoc through attractions, activities, events, and functions that positively reflect the best qualities of Manitowoc. One (1) of these shall be a permanent appointment, the President of the MAVCB. Other board members shall serve for a two-year (2) term. Terms shall be staggered so that each year (2) two members are newly appointed or re-appointed by the Mayor, with subsequent majority approval by the Common Council. All board members (other than permanent appointments) must reside in the City of Manitowoc.~~

~~a.—The following professional disciplines shall be represented on the Room Tax Allocation Board:~~

- ~~1.— President of the Manitowoc Area Visitor and Convention Bureau (permanent appointment)~~
- ~~2.— Hotel or other service industry owner/manager~~
- ~~3.— Common Council member~~
- ~~4.— (2) Two citizen at large (someone with an appropriate perspective on this community as a tourism destination)~~

~~b.—The Mayor shall chair this board and serve as an ex-officio member of this board and shall not have voting privileges. The Mayor’s Administrative Assistant shall serve as the secretary and record all funds appropriately.~~

~~e.—A board year shall commence in April and end in March of the given year.~~

~~d. To provide additional context and perspective to this board, one voting member of this board may be a paid staff or member of the board of directors of an organization that could be eligible to seek funding from this board, but would not be eligible to submit grants or receive funding during their tenure on this board. Should a conflict arise, the board member in question shall step down and be replaced by a new mayoral appointment, with subsequent Common Council approval.~~

e.a. ~~Voting members~~The Room Tax Commission shall meet ~~biannually annually in March~~ to review applications and recommend those projects meeting program criteria for awards. In addition, the ~~board~~Commission will review the progress and activities of those entities with funded projects, and address any concerns in the administration of this fund and program. The city fiscal year is January through December.

f.b. Timeline for applications and granting for moneys collected in ~~2014-2019~~ and available for distribution in ~~2015-2020~~ and beyond:

- ~~1. 1<sup>st</sup> round of gGrant applications accepted starting November January 1 through November February 30/28/29.~~
- ~~2. 1<sup>st</sup> grant rReview and award completed by January March 31.~~
- ~~3. 1<sup>st</sup> grant distribution by February 28.~~
- ~~4. 1<sup>st</sup> grant distribution gGrantee reports due August September 30+ for events held prior to September 1st.~~
- ~~5. 2<sup>nd</sup> round of grant applications accepted starting May 1 through May 31. Grantee reports due by March 31 of following year for events completed between September 1 and December 31.~~
- ~~6. 2<sup>nd</sup> grant review completed by June 30.~~
- ~~7. 2<sup>nd</sup> grant distribution by July 31.~~
- ~~8. 5. 2<sup>nd</sup> grant distribution grantee report due January 31.~~

g.c. A simple majority of the full (~~65~~) ~~six five~~-person ~~board~~Commission is necessary to approve any decision within the parameters of this body.

h.d. Decisions of ~~the is~~ ~~board~~Commission shall be based on proposals submitted by entities seeking support as evaluated by this body. It is understood that some judgment and discretion will be used in making decisions/prioritizing requests.

i.e. ~~Voting members~~The Commission ~~have~~s the responsibility to discontinue funding to any organization that is not meeting the

-funding. Their ~~board~~ Commission also has the authority to require any funded entity return any or all funds issued from this body that were not used for their intended purpose.

1. Grantees will be responsible for reporting back to the ~~board~~ Commission within six months consistent with the schedule identified in 3(b).



2. This report shall contain an overview and general accounting of how the allocated funds were used, providing direct examples.
3. A simple form will be provided to the grantees with a set of questions and request for documentation to be returned.

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~~j. The board shall report to the Mayor and the Common Council on the activities of the board, its funding decisions, and accomplishments of the funded organizations no less than twice a year in writing.~~

b. f. A special events committee made up of internal staff selected by the Mayor shall meet regularly to review and approve any special events request with a subsequent letter addressed to the Common Council. The details of the Special Events policy is attached.

#### 4. FUNDS AVAILABLE:

- a. The funding pool for any year is based on the actual funds collected the prior year; i.e. funding and grant amounts are contingent on fund availability.
- ~~b. The Room Tax Allocation Board may adjust allocations for either of the funding cycles from the total amount of funds available.~~

#### 5. DETERMINING DISCRETIONARY FUNDS DISTRIBUTION:

- a. Within the authority of the ~~Room Tax Allocation Board~~ Commission the following policy shall be established:
  - i. **POOL #1** – supporting MAJOR INSTITUTIONS: Understanding the importance of certain keystone organizations or events to the ongoing recreational, cultural, and tourism traffic of the City of Manitowoc and to our shared quality of life, it is intended that a select number of community-based organizations be designated as “major institutions” within this room tax district, and be eligible to apply for multi-year funding {up to but not exceeding (3) three years} to assist in the critical task of marketing to attract visitors to Manitowoc, all with the aim of generating economic traffic and spending across a wide spectrum of businesses.
    1. Proposed “major institutions” for this purpose include but are not limited to: Wisconsin Maritime Museum, Rahr-West Art Museum, Pine Crest Historical Village, Capitol Civic Centre



2. Designation of “major institution” status; establishing and maintaining designation: once this program is established, any institution may apply for “major institution” status, but assignment of this designation will be measured against the following criteria through an application form containing the following areas of consideration, and rating each category with a score of 1, 2, or 3, with 1 being the lowest and 3 being the highest:
  - a. Is this an institutional organization or a stand-alone event/activity
  - b. Is this a collaborative or partnership undertaking with any other local organizations? If so—provide details and all of the application information requested here for all involved entities
  - c. Organizational mission statement
  - d. Longevity and history of organization
  - e. Evidence of activities and programs that attract out-of-town visitors - this should be a primary criteria that designates an organization as “Major”: total attendance from outside Manitowoc County
  - f. Program or organizational budget
  - g. IRS letter of tax-exempt designation
  - h. List of organizational board of directors and functions
  - i. A statement of how funding from this allocation will assist in the marketing of specific programs, activities, or the organization in general that will contribute to attracting visitors to this community
  - j. If a non-marketing request, whether in portion or in whole; detail the need and justification for support, and how this funding will positively impact the community and tourism
3. Amounts available/max of any multi-year request: Major institutions with ongoing programs may apply for multi-year grants {up to (3) three years}. Within the amount designated for Major Institutions the board will determine what is appropriate for multi-year commitments based upon the number of applications and the nature of how the funds will be used
4. Application procedure, deadlines, and notifications shall follow the timeline ~~on page 3~~ identified in 3(b)

5. Documentation and reporting/follow-up: The grantee must complete the requirements of this form ~~within six months of receiving funding per the~~consistent with the -timeline ~~on page 3 in 3(b)~~
  6. A 5% contingency fund shall be established within this pool for poor performing room tax collection years so organizations can plan for their allocated funds to be collected
  7. Any funds remaining at the end of the fiscal year may be allocated toward reserves within this fund or may be distributed to organizations as deemed appropriate by the ~~Room Tax Allocation Board~~Commission
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**Discover Manitowoc Grant Program  
Applicant Introduction and Program Guidelines  
Updated June, 2019**

Welcome to the Discover Manitowoc Grant Program! The City of Manitowoc is pleased to offer this funding assistance opportunity for the purpose of bringing more people to locally held events through targeted and effective marketing strategies (i.e., promotion and advertising). If you have a great event or project that is well-organized, attracts visitors to the community, but could benefit from additional funding for marketing efforts, then you could be a good candidate for a grant.

Process

Grant applications will be accepted ~~twice a once per year during the months of May and November from January 1 – February 28/29.~~ ~~The tentative schedule for gGrants to will be reviewed and awarded gis March 31 July 31 and January 31, respectively.~~ Grant application materials can be found online ([www.manitowoc.org](http://www.manitowoc.org), then click on "Forms Licenses & Permits") or at the City Hall customer service desk (at the Clerk's Office) and can be turned in to the City Hall customer service desk. Contact the Community Development Department (920-686-6930) for assistance and to confirm the current availability of funds.

Grant applications are competitively reviewed, so applying for a grant does not guarantee an award. Grant applications are reviewed by the Room Tax ~~Allocation Board~~ Commission which includes representation of the local tourism industry, ~~the community at large, City of Manitowoc~~ Community Development staff, and the City of Manitowoc Common Council. All awards are contingent upon available funding.

Please note that the Discover Manitowoc Grant program application contains some of the same information as a Special Events Application form (SEA), but does not serve as a replacement for an approved SEA. If your event requires an SEA, that is a separate review and approval process. The SEA for can be found online ([www.manitowoc.org](http://www.manitowoc.org), then click on "Forms Licenses & Permits") or at the City Hall customer service desk and can be turned in to the City Hall customer service desk. Contact the Parks Division (920-686-3580) for assistance with the SEA form.

Review Criteria

The Room Tax ~~Allocation Board~~ Commission will consider the following criteria in the review and award of Discover Manitowoc Grants.

- Uniqueness of the project/event as compared to the existing offerings already available in the community.
- Start-up projects/events versus events already established.

Community Development Department • Phone (920) 686-6930  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Fax (920) 686-6939  
[akroner@manitowoc.org](mailto:akroner@manitowoc.org) • [www.manitowoc.org](http://www.manitowoc.org)



- Ability of the project/event to bring people in from outside of Manitowoc County and from outside of northeast Wisconsin.
- Ability of the project/event to result in overnight stays at lodging establishments.
- The experience level of the project team.
- The quality of the marketing and promotion plan.
- The quality of the effectiveness measures and reporting plan.
- Leveraging of other funds in addition to the requested grant.

#### Program Guidelines

The Discover Manitowoc Grant program is intended to be scalable based on the level of funding requested. However, all applicants should plan on being prepared to submit information about the organization sponsoring the event, a detailed description of the event, an event budget showing the sources and uses of funds, and a plan for measuring the success of the event. As a general rule, the larger the request, the more detailed information will be expected to be provided.

Please also note the following guidelines and policies provide a framework for the distribution and accountability of the Discover Manitowoc Grant dollars.

- Grant funds are to be used for promotion and marketing advertising.
- The filing of an application does not guarantee the award of a grant.
- The quality of completeness of an application will be evaluated, and ~~an incomplete application may be cause for the denial of the requested funds.~~
- The City may request additional details on any aspect of the proposed project or event in order to evaluate the soundness of a potential grant award. In such cases, the application will not be deemed completed until the additional information is provided.
- A Special Events Application form and approval is also required if it applies.
- All project or event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations and fees.
- ~~The final 10% of an awarded grant amount will be withheld until the final event report is completed and reviewed.~~
- The City has the responsibility to discontinue funding to any organization that is not meeting the reporting requirements.

Thank you for your interest in the Discover Manitowoc Grant program! If you have any questions about the process or application form, please contact the Community Development Department (920-686-6930).



# Discover Manitowoc GRANT APPLICATION

Community Development Department  
900 Quay Street, Manitowoc, WI 54220  
Phone: 920-686-6930 | Fax: 920-686-6939

Applications Accepted  
January 1 – February 28/29.

## SECTION 1 – PROJECT / EVENT ADMINISTRATION

### Logistics:

Name / Description of Project / Event:

Location of Project / Event:

Below please include dates and times for Project / Event including setup and clean up.

Set Up Date:	Begin Set Up Time:	___AM / ___PM
Start Date 1:	Start Time Date 1:	___AM / ___PM
Start Date 2:	Start Time Date 2:	___AM / ___PM
Start Date 3:	Start Time Date 3:	___AM / ___PM
End Date:	End Time:	___AM / ___PM
Clean Up Date:	Begin Clean Up Time:	___AM / ___PM

### Representative Organization:

Name of Organization:	Federal ID Number:
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Tax Status of Organization:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> General Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Governmental Body	<input type="checkbox"/> LLP	<input type="checkbox"/> Other:

### Project / Event Coordinator:

Primary contact and person responsible for overall project / event oversight and execution.

Name:

Address:

Phone 1:	Phone 2:
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Email:

### Accounting Coordinator:

Person responsible for accounting and use of the requested funds:

Name:

Address:

Phone 1:	Phone 2:
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Email:

Relationship to Primary Contact Person:

**Reporting Coordinator:**

Person responsible for accounting for use of the requested funds:

Name:


Address:

Phone 1: Phone 2:

Email:

Relationship to Primary Contact Person:

**SECTION 2 – PROJECT / EVENT INFORMATION**

 Attach a detailed description of the project / event based on the following instructions:

A. Describe in detail the proposed project or event including at least the following.

- What are the goals of the project or event ?
- What is the target market or demographic for the project or event?

B. How will the project or event attract visitors to Manitowoc?

- Describe plans and timeline for marketing, promotion, etc.
- Specify the media to be utilized.

C. Have you previously received funding from the City of Manitowoc for this event?

D. Is there opportunity or willingness for this to become a multi-year project or event?  
(Attach the supplemental application materials if you are applying for a “Major Institution” status).


E. Who are the key project team members who will be responsible for coordinating the project or event?

- Examples of key team members: President or chair; steering committee members, event coordinator, accountant or budget coordinator, marketing or promotion coordinator.
- Describe each individual’s team role and relevant experience. A summary statement is acceptable. Full resumes are not necessary unless requested.

F. How will you measure the success of your project or event ?

- Consider, as applicable, participant surveys, room night tracking, other suggestions or feedback.

**SECTION 3 – PROJECT / EVENT BUDGET INFORMATION**

 Attach a copy of the project / event budget based on the following instructions.

G. Show all anticipated uses of funds and all anticipated sources of funds (in addition to the requested Grant). The budget must include all resources required for the project or event and indicate who will be responsible. The budget must demonstrate the need for grant funding assistance. If total funding is not awarded, be prepared to prioritize financial needs.



H. What is the dollar amount being requested from the Discover Manitowoc Grant ?  
Describe exactly for which budget items the requested grant funds will be used including itemized breakdown of amounts.

**SECTION 4 – ESTIMATED ECONOMIC IMPACT INFORMATION**

Provide the following inputs for estimating the economic impact to the City of Manitowoc of the project / event.  
Estimate the expected attendance (including participants and observers) using the following table:

	Su	M	T	W	Th	F	Sa
Local (Manitowoc County) participants							
Visitors from outside Manitowoc County							
Visitors from outside NE Wisconsin							
Total participants							

Attendance estimate is based on how many years of historical attendance ?

Estimate the expected room night usage (hotel, motel, B & B) resulting from the project or event using the following table:

	M	T	W	Th	F	Sa	Su	M	T	W	Total room nights
Rooms Per day											

The estimated room night usage is based on (indicate all that apply):

Contracted (blocked / reserved) rooms.

Name of Hotel Sponsor 1:

Name of Hotel Sponsor 2:

Past event room night usage in Manitowoc.

Past event room night usage for a similar project or event elsewhere.

**SECTION 5 – POST EVENT REPORTING**

Consider your plan for measuring project / event success under Section 2.F. and Section 4. Provide the following information for post event reporting.

- ~~Date-Month~~ that the project team will be communicating the project/~~Event-or-event~~ results to the ~~City-of Manitowoc~~Room Tax Commission: ~~September~~  ~~March (following year)~~
- ~~Date shall be no more than 90 days after completion of the project or event.~~
- The report shall contain an overview and general accounting of how the allocated funds were used, providing direct examples.
- The report shall be signed by the Project/Event Coordinator, the Accounting Coordinator, and the Reporting Coordinator.

**SECTION 6 – CERTIFICATION AND ACKNOWLEDGEMENT**

Sign below certifying that all information in this application has been provided truthfully and in acknowledgement of the following Discover Manitowoc Grant Policies.

- Credit must be given to the City of Manitowoc (use City logo) in marketing and advertising.
- Grant amounts are contingent upon fund availability.
- The grant application process is competitive. All other aspects being equal, the following criteria will be considered in making award determination between competing applications:
  - Uniqueness of the project/event as compared to the existing offerings already available in the community.
  - Start-up projects/events versus events already established.
  - Ability of the project/event to bring people in from outside of Manitowoc County and from outside of NE Wisconsin.
  - Ability of the project/event to result in overnight stays at lodging establishments.
  - The experience level of the project team.
  - The quality of the marketing and promotion plan.
  - The quality of the effectiveness measures and reporting plan.
  - Leveraging of other funds in addition to the requested grant.
  - Preference will be given to non-profits, but the application process is also open to for-profits.
  - Preference will be given to applications with a demonstrated financial need.
- ~~The final 10% of an awarded grant amount will be withheld until final reporting is completed.~~
- The City may request additional details on any aspect of the proposed project or event in order to evaluate the soundness of a potential grant award. In such cases, the application will not be deemed completed until the additional information is provided.
- The City has the responsibility to discontinue funding to any organization that is not meeting the reporting requirements.
- I understand the filing of this application does not guarantee the award of a grant. I also understand that all project or event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations and fees.
- I understand that a Special Events Application form and approval is also required if it applies.
- I further understand that the quality of completeness of this application will be evaluated, and an incomplete application may be cause for the denial of the requested funds.

Project / Event Coordinator Name (print):

Project / Event Coordinator Signature:

Dated:

**SECTION 7 – SUBMITTALS**

Submit completed and signed application to the City Hall Customer Service Desk (City Clerk’s Office).

- Submittal Deadline ~~Dates (November 30<sup>th</sup> and May 31<sup>st</sup>)~~ February 28/29.
- Contact the Community Development Department (920-686-6930) for assistance and to confirm the current availability of funds.

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City Use Only

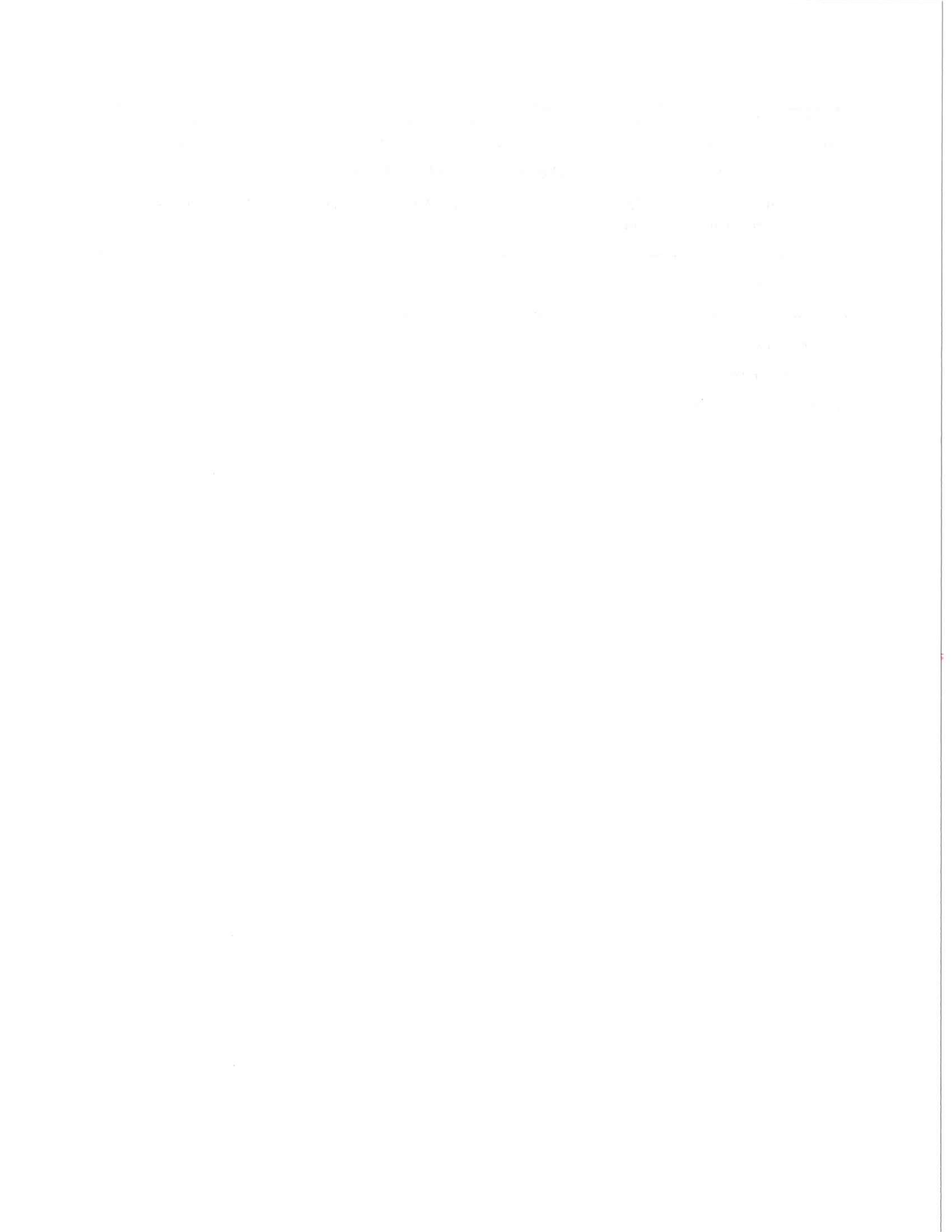
Estimated economic impact to the City of Manitowoc (calculated):

RTAB Meeting Date:

RTAB Decision Date:

Post Event Reporting Date:





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### 3.150 Room Tax Commission.

**(1) Creation.** There is hereby created a Room Tax Commission for the City of Manitowoc.

**(2) Composition.** The Room Tax Commission shall consist of six members: the Community Development Director, Mayor, the Common Council President, the Finance Committee Chair, a member at large of the Common Council, and a representative of the Wisconsin lodging industry. The representative of the lodging industry shall be an adult resident of the City, appointed by the Mayor and confirmed by a majority vote of the Common Council members who are present when the vote is taken. Members shall serve without additional compensation beyond any regular salary from the City.

**(3) Terms.** Pursuant to Wis. Stat. § [66.0615](#)(1m)(c)(3), the members shall be appointed for a one-year term and shall serve at the pleasure of the Mayor and may be reappointed.

**(4) Powers and Duties.** The Room Tax Commission shall have the powers and duties prescribed by Wis. Stat. § [66.0615](#) and shall have the authority to dispense all room tax dollars received by the City as permissible under State law. Any contract entered into by the Commission shall be approved by the Common Council. The Commission shall elect from among its members a chairperson, vice chairperson and secretary. No person may serve as Chair more than three years in any five-year period.

[Ord. 16-353 § 2, 2016; Ord. 16-209 § 1, 2016]

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**The Manitowoc Municipal Code is current through Ordinance 19-575, passed May 20, 2019.**

Disclaimer: The City Clerk's Office has the official version of the Manitowoc Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

**Code Renumbering:** The City of Manitowoc reformatted their code in 2011. If you are looking for the text of an ordinance under the previous numbering system, please look to the [cross-reference table](#) (ManitowocOT/ManitowocOTA.html) .

City Website: <http://www.manitowoc.org/>  
(<http://www.manitowoc.org/>)  
City Telephone: (920) 686-6950  
Code Publishing Company  
(<https://www.codepublishing.com/>)

