



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda Room Tax Commission

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**Monday, August 1, 2022**

**4:30 PM**

**City Hall Council Chambers and via Zoom  
(remote conferencing software)**

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Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

This meeting is being conducted both in Council Chambers at City Hall and via Zoom to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit \*6 to mute and unmute themselves. Members of the public may call to listen in at

Zoom Information:

1-888-475-4499

Meeting ID: 811 3768 8833

Password: 209364.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

### Call to Order

### Roll Call

### Approval of Minutes

[22-0614](#) Approve Minutes from June 6, 2022 Room Tax Commission Meeting

**Attachments:** [June 6, 2022 Minutes](#)

### Discussion and Action Items

[22-0615](#) Report out of Director of Tourism Initiatives, August, 2022

**Attachments:** [Tourism Update August 2022](#)

[22-0616](#) Room Tax Collection Report August, 2022

**Attachments:**      [Room Tax 2013-Current with Graph Updated 7.6.22](#)  
[Room Tax YTD 2022 Updated 7.6.22](#)

[22-0617](#)      Update on Visit Manitowoc visual identity and website projects

[22-0618](#)      Request to approve Simpleview CRM Upgrade from Web-Only to Basic

**Attachments:**      [Simpleview CRM Upgrade from Web-Only to Basic WO 2022](#)

[22-0619](#)      Request for funds for downtown holiday decorations

**Attachments:**      [Memo to Room Tax Commission re Downtown Holiday Decor Request](#)  
[Proposed Downtown Holiday Decorations](#)  
[Projected Downtown Holiday Budget](#)

## Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The specific subject matter that may be considered in closed session is:

[22-0621](#)      Update on MAVCB lawsuit

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[22-0622](#)      Discussion and possible action on future Visitor Information Center

## Reconvene in Open Session

[22-0621](#)      Update on MAVCB lawsuit

[22-0622](#)      Discussion and possible action on future Visitor Information Center

[22-0623](#)      Discussion on next meeting date due to September 5, 2022 (Labor Day) conflict

## Ajournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc 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 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail [cityattorney@manitowoc.org](mailto:cityattorney@manitowoc.org) 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.