



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes

Room Tax Commission

Monday, August 1, 2022

4:30 PM

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

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

Present: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

Approval of Minutes

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

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

A motion was made by Nickels, seconded by Sitkiewitz, that the Minutes be approved.. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

Discussion and Action Items

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

Attachments: [Tourism Update August 2022](#)

No Action Taken

[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](#)

No Action Taken

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

No Action Taken

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

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

Moved by Sitkiewitz, seconded by Czekala, the request Item was approved. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

[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](#)

Discussion was had on proposed 2022 and 2023 decorations and how current decorations would be repurposed.

Moved by Sitkiewitz, seconded by Czekala, the request was approved up to \$75,000.00. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

Convene in Closed Session

A motion was made by Brey, seconded by Sitkiewitz, to convene in closed session. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

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

A motion was made by Sitkiewitz, seconded by Czekala, to reconvene in open session. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

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

No Action Taken

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

No Action Taken. Staff will meet to discuss options further.

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

Next meeting will be at 4:30pm at Sept 6, 2022

Ajournment

A motion was made by Brey, seconded by Czekala, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Reilly, Czekala, Brey, Sitkiewitz and Nickels

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 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.