



City of Manitowoc

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

Meeting Minutes - Final

Room Tax Commission

Monday, August 24, 2020

6:00 PM

Council Chambers

Note - Meeting will also be available via Remote
Conferencing

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 remote conferencing software due to a state of emergency and federal, state, and local guidance on gatherings. Members of the public may call to listen in at 877 853 5257 US Toll-free, Meeting ID: 856 6703 1155 Password: 192383.

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: 6 - Nickels, McMeans, Brey, Sitkiewitz, Reilly and Tegen

Approval of Minutes

[20-0834](#) Review and approval of July 20th, 2020, meeting minutes

Attachments: [07-20-2020 Meeting Minutes.pdf](#)

Motion by McMeans, seconded by Brey, that these Minutes be approved. Motion carried (6-0).

Discussion and Action Items

[20-0831](#) Discussion on Project Proposal

Attachments: [Project Proposal.pdf](#)

Jason Prigge provided an overview of a proposal to promote the recent City video and the region. Project cost is proposed at \$20,000.

Motion by Sitkiewitz, second by McMeans, to approve the Project Proposal at \$10,000 with the understanding that impact and reach will be reported back to the Commission. The motion carried (6-0).

[20-0832](#)

Discussion and possible action on Phase II Wayfinding Signage Budget

Attachments: [Room Tax Funding Request.pdf](#)

Adam Tegen provided an overview of what was accomplished in Phase I and the potential aspects of Phase II.

Motion by Sitkiewitz, Second by McMeans, to approve funding not to exceed \$50,000 for Phase II of the Wayfinding Signage project. Motion carried (6-0).

[20-0833](#)

Discussion and possible action on Movie in the Park budget

Attachments: [Movie in the Park budget '20.pdf](#)

Mayor Nickels provided an update on the progress of the Movie in the Park initiative.

Motion by McMeans, Second by Sitkiewitz, to approve an additional \$900 to cover the cost of the Briess Lot Drive-In movie event. Motion carried (6-0).

[20-0870](#)

Discussion and possible action on agreement between Manitowoc Area Visitor and Convention Bureau and the City of Manitowoc Room Tax Commission.

Jason Ring provided an update on the strategic planning process the MAVCB is undertaking in fall.

[20-0871](#)

2021 Room Tax Budget Requests

Attachments: [2020 Room Tax Budget.pdf](#)

[2020 Room Tax Collections - Jan-July.pdf](#)

The current 2020 Room Tax collections were reviewed and general strategy for the 2021 budget were discussed.

Adjournment

Motion at 6:35 p.m. by Sitkiewitz to adjourn, Second by Brey. Meeting adjourned.

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.