



City of Manitowoc

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

Meeting Minutes - Final

Room Tax Commission

Monday, May 17, 2021

5:30 PM

City Hall Council Chambers and via Zoom

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 (Zoom) 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. Meeting ID: 880 8646 2224 Passcode: 403264

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 - Reilly, Tegen, Czekala, Brey, Sitkiewitz and Nickels

Approval of Minutes

[21-0440](#) Review and approval of April 13th, 2021, Room Tax Commission Meeting Minutes (City Meeting Only)

Attachments: [04-13-2021 Meeting Minutes.pdf](#)

Moved by Brey, seconded by Reilly, that these minutes be approved. The motion carried (6-0).

[21-0441](#) Review and approval of April 13th, 2021, Room Tax Commission Meeting Minutes (Collaborative Meeting)

Attachments: [04-13-2021 Meeting Minutes - 530 p.m. Meeting.pdf](#)

Moved by Sitkiewitz, seconded by Tegen, that these minutes be approved. The motion carried (6-0).

Discussion and Action Items

[21-0442](#) Action on letter to terminate services agreement between the City of Manitowoc, City of Two Rivers, and the Manitowoc Area Visitor and Convention Bureau

Attachments: [Termination Letter 5-17-21.docx](#)

21-0442 and 21-0447 were combined for discussion - Meetings with Two Rivers have been occurring since the joint meeting. Recommendation is to issue a joint letter to the MAVCB discontinuing the current contract. If Two Rivers does not decide to partner on the letter by Friday the 21st of May, the letter would be issued only by the City Room Tax Commission. Goal will be to work with Two Rivers to get an agreement in place by September 1.

Motion by Sitkiewitz, second by Czekala to draft and issue a joint letter with the City of Two Rivers to terminate the services agreement between the City of Manitowoc, City of Two Rivers, and the Manitowoc Area Visitor and Convention Bureau. If Two Rivers does not agree to partner on the letter by May 21st, City will issue a separate letter terminating the services agreement. Motion carried (6-0).

[21-0477](#) Discussion on new agreement with MAVCB or another entity

Motion by Reilly, second by Brey to appoint Nickels, Czekala, McDaniel as the negotiating team for the Room Tax Commission. Motion carried (6-0).

[21-0478](#) Discussion on future meeting dates

21-0478 – Next meeting of the Commission was set for June 3, 2021 at 4:30 p.m.

Adjournment

Motion by Brey, second by Czekala to adjourn. Meeting adjourned at 5:44 p.m.

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.