



City of Manitowoc

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

Meeting Agenda

Room Tax Commission

Wednesday, November 17, 2021

5:00 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.

Zoom meeting ID: 857 0065 3508
Passcode: 042483
Call in: 877 853 5257 (U.S. Toll Free)

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

[21-1122](#) Approval of Minutes from October 4th, 2021, Room Tax Commission meeting

Attachments: [10-04-2021 Meeting Minutes.pdf](#)

Discussion and Action Items

- [21-1123](#) Update on 2021 Room Tax Collections
- [21-1124](#) Request from Parks Division
- Attachments:** [Picnic Table Room Tax Memo Support.pdf](#)
[Memo Room Tax Commission Picnic Tables.docx](#)
- [21-1125](#) Approval for creation of Tourism Department under the purview of the Room Tax Commission of the City of Manitowoc
- Attachments:** [Tourism Department Org Chart.pdf](#)
[Job Classification Review - Tourism 2021.pdf](#)
- [21-1126](#) Approval for creation of Director of Tourism (full-time position)
- Job Description
 - Salary
 - Authorization to post and hire
- Attachments:** [Director of Tourism Job Description.pdf](#)
- [21-1127](#) Approval for creation of Destination Marketing Manager (full-time position)
- Job Description
 - Salary
 - Authorization to post and hire
- Attachments:** [Destination Marketing Manager Job Description.pdf](#)
- [21-1131](#) Approval for creation of Media and Special Events Coordinator (full-time position)
- Job Description
 - Salary
 - Authorization to post and hire
- Attachments:** [Media and Special Events Coordinator Job Description.pdf](#)
- [21-1128](#) Discussion and possible action on location for Department of Tourism
- [21-1129](#) Discussion and possible action on Visitor Center for 2022
- [21-1130](#) Set next meeting date

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 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.

