



# City of Manitowoc

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

## Meeting Minutes - Final

### Room Tax Commission

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Wednesday, November 17, 2021

5:00 PM

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

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#### Call to Order

Mayor Justin M. Nickels called the meeting to order at 5:03 p.m.

#### Roll Call

**Present:** 6 - Reilly, Tegen, Czekala, Brey, Sitkiewitz and Nickels

#### Approval of Minutes

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

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

Moved by Sitkiewitz, second by Czekala to approve the minutes from the 10-4-2021 meeting. Motion carried (6-0).

#### Discussion and Action Items

[21-1123](#) Update on 2021 Room Tax Collections

Mayor Nickels provided an overview of the status of collected room tax revenue for 2021. They have recovered well and September was the highest month on record.

[21-1124](#) Request from Parks Division

**Attachments:** [Picnic Table Room Tax Memo Support.pdf](#)  
[Memo Room Tax Commission Picnic Tables.docx](#)

Parks Picnic Table Request. Brock Wetenkamp provided an overview of the request. Parks is looking to purchase 50 picnic tables to cover the needs of special events to allow existing tables to remain in service at other parks and facilities. Motion by Brey, second by Sitkiewitz to approve the purchase of 50 picnic tables out of 2021 Room Tax funds not to exceed \$26,475. Motion carried (6-0).

[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](#)

Kathleen McDaniel clarified that after review the cleaner route for the hiring of the Tourism Department employees would be to hire them as City employees but paid for by room tax revenues from the Commission. Their jobs would remain focused on tourism promotion and development. Motion by Sitkiewitz, second by Czekala to approve the creation of the Tourism Department under the purview of the Room Tax Commission of the City of Manitowoc. Motion carried (6-0).

- [21-1126](#) Approval for creation of Director of Tourism (full-time position)
- a. Job Description
  - b. Salary
  - c. Authorization to post and hire

**Attachments:** [Director of Tourism Job Description.pdf](#)

Motion by Brey, second by Czekala to approve the job description and salary at pay grade Q for the Director of Tourism and to post the position. Motion carried (6-0).

It was noted that the Commission would hire the Director and then allow the Director to fill the remaining positions.

- [21-1127](#) Approval for creation of Destination Marketing Manager (full-time position)
- a. Job Description
  - b. Salary
  - c. Authorization to post and hire

**Attachments:** [Destination Marketing Manager Job Description.pdf](#)

Motion by Sitkiewitz, second by Czekala to approve the job description and salary at pay grade M for the Destination Marketing Manager and to post the position. Motion carried (6-0).

- [21-1131](#) Approval for creation of Media and Special Events Coordinator (full-time position)
- a. Job Description
  - b. Salary
  - c. Authorization to post and hire

**Attachments:** [Media and Special Events Coordinator Job Description.pdf](#)

Motion by Czekala, second by Brey to approve the job description and salary at pay grade J for the Media and Special Events Coordinator and to post the position. Motion carried (6-0).

- [21-1128](#) Discussion and possible action on location for Department of Tourism

A list of potential downtown locations were presented and discussed. No action was taken at this time.

- [21-1129](#) Discussion and possible action on Visitor Center for 2022

A list of potential downtown locations were presented and discussed. No action

was taken at this time.

[21-1130](#)

Set next meeting date

The Commission will plan on meeting as needed, no date was set for the next meeting.

## Ajournment

Motion by Sitkiewitz, second by Czekala to adjourn. Meeting adjourned at 5:22 p.m.