



City of Manitowoc

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

Meeting Minutes

Room Tax Commission

Monday, May 2, 2022

4:30 PM

City Hall Council Chambers

Call to Order

Roll Call

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

Approval of Minutes

[22-0390](#) Approve Minutes from March 21, 2022 Room Tax Commission Meeting

Attachments: [Minutes 3.21.22](#)

Moved by Sitkiewitz, seconded by Reilly, that these Minutes be approved. The motion carried by the following vote:

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

Discussion and Action Items

[22-0391](#) Report out of Director of Tourism's Initiatives May, 2022

Attachments: [Tourism Update, May 2022](#)

No action taken

[22-0392](#) Request for funds to bus Roncalli and Manitowoc Lutheran bands to Car Ferry Maiden Voyage event

Attachments: [Memo to Room Tax Commission re Car Ferry Maiden Voyage](#)

Moved by Brey, seconded by Czekala, that this Request be approved. The motion carried by the following vote:

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

[22-0393](#) Request to approve revision to Destination Marketing Manager job title

Attachments: [Memo to Room Tax Commission re Title Change](#)
[Destination Marketing Manager JD - With Track Changes](#)

Moved by Sitkiewitz, seconded by Reilly, that this Request be approved. The motion carried by the following vote:

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

[22-0394](#) Request to approve branding and website agreement with Simpleview

Attachments: [City of Manitowoc - Simpleview Proposal](#)
[City of Manitowoc - Simpleview Agreement](#)

Committee discussed the possibility of requiring an RFP for the website and branding design

Tourism Director Courtney Hansen explained the benefits of Simpleview and why it is best fitting for the department

Moved by Czekala, seconded by Reilly, that this Request be approved, subject to the City Attorneys Final Review. The motion carried by the following vote:

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

Adjournment

Moved by Sitkiewitz, seconded by Brey, that this meeting be adjourned. The motion carried by the following vote:

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