



# City of Manitowoc

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

## Meeting Agenda

### Room Tax Commission

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Thursday, November 10, 2022

4:30 PM

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

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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.

Members of the public may call to listen in at

Join Zoom Meeting  
1-888-475-4499  
Meeting ID: 811 3768 8833  
Passcode: 209364

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

[22-0932](#) Approve Minutes from September 6, 2022 Room Tax Commission Meeting

**Attachments:** [Sept 6, 2022 Minutes](#)

#### Discussion and Action Items

[22-0933](#) Report out of Director of Tourism Initiatives, November, 2022

**Attachments:** [Tourism Update November 2022](#)

[22-0935](#) Room Tax Collection Report November, 2022

**Attachments:** [Room Tax 2013-Current Updated 10.31.22](#)  
[Room Tax 2013-Current with Graph Updated 10.31.22](#)  
[Room Tax YTD 2022 Updated 10.31.22](#)

[22-0934](#) Update on Visit Manitowoc visual identity and website projects

[22-0936](#) Update on 2023 Visitor Guide

[22-0937](#) Out of state travel requests for staff for 2023

**Attachments:** [Simpleview Summit 2023 Travel Request](#)  
[ABA Feb 3-8, 2023 - Detroit MI](#)  
[Travel Adventure Show Jan 14-15, 2023 - Chicago](#)  
[Select Travel Mar 26-29, 2023 Branson MO](#)  
[SPORTS - Sept 10-14, 2023 - South Bend IN](#)  
[Small Market Meetings - Sept 26-29, 2023 - Cedar Rapids IA](#)

[22-0938](#) Request for funds for EVP volleyball tournament and Killer "B" bowling tournament bid fee and discussion on future bid fee approval process

**Attachments:** [Memo to Room Tax Commission re Bid Fees](#)

[22-0939](#) Request for funds to improve the bathrooms and floors at the Car Ferry ticket office

**Attachments:** [Memo to Room Tax Commission re Car Ferry Ticket Office Upgrades](#)

[22-0940](#) Request for funds to update bridge lights

**Attachments:** [Memo to Room Tax Commission re Update Bridge Lights](#)

## Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The specific subject matter that may be considered in closed session is:

[22-0941](#) Update on MAVCB lawsuit

## Reconvene in Open Session

[22-0941](#)

Update on MAVCB lawsuit

## Adjournment

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](mailto: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.