



City of Manitowoc

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

Meeting Minutes

Room Tax Commission

Thursday, November 10, 2022

4:30 PM

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

Call to Order

Mayor Justin Nickels called this meeting to order at 4:30pm.

Roll Call

Present: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

Approval of Minutes

[22-0932](#)

Approve Minutes from September 6, 2022 Room Tax Commission Meeting

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

Moved by Nickels, seconded by Sitkiewitz, that minutes be approved. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

Discussion and Action Items

[22-0933](#)

Report out of Director of Tourism Initiatives, November, 2022

Attachments: [Tourism Update November 2022](#)

Discussion on potential partnership with Manitowoc Public Library that developed since submitting Tourism updates was had.

[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](#)

No Action Taken

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

No Action Taken

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

No Action Taken

[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](#)

Moved by Reilly, seconded by Czekala, that the action item be approved. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

[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](#)

Discussion was had on bid fees in tourism industry. It was also discussed that in the future partnerships with surrounding communities will be brought forward to commission for approval.

Moved by Sitkiewitz, seconded by Czekala, that the action item be approved. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

[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](#)

Both flooring and bathroom remodel were discussed as well as timeline before 2023 sailing season. Hansen presented flooring quote for approval. Bathroom remodel will be bid out and presented at next meeting.

Moved by Nickels, seconded by Sitkiewitz, that the flooring project be approved.
The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

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

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

History of most recent bridge lights were discussed. Sitkiewitz asked about expanding to other bridges. Hansen will research pricing and options to bring more information to next meeting.

Convene in Closed Session

A motion was made by Czekala, seconded by Sitkiewitz, to convene in closed session. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

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

A motion was made by Sitkiewitz, seconded by Czekala, to reconvene in open session. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey

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

No Action Taken

Adjournment

A motion was made by Czekala, seconded by Sitkiewitz, that this meeting be adjourned. The motion carried by the following vote:

Aye: 4 - Reilly, Czekala, Sitkiewitz and Nickels

Excused: 1 - Brey