



City of Manitowoc

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

Meeting Minutes

Room Tax Commission

Monday, December 5, 2022

4:30 PM

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

Call to Order

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

Roll Call

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

Approval of Minutes

[22-1012](#) Approve Minutes from November 10, 2022 Room Tax Commission Meeting

Attachments: [November 10, 2022 Minutes](#)

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

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

Discussion and Action Items

[22-1013](#) Report out Director of Tourism Initiatives, December 2022

Attachments: [Tourism Update December 2022](#)

Brey asked if visitors reported parking issues. Hanson reported no issues.

[22-1014](#) Room Tax Collections Report, December 2022

Hanson reported attachments weren't included due to one entity not yet reporting. Hansen will email commission reports when finalized.

[22-1015](#) Update on 2023 Visitor Guide

No Action

[22-1016](#) Update on bathroom remodel in Car Ferry ticket office

Hansen reported quotes will be ready for January's meeting.

[22-1017](#) Discussion and possible action on Special Event fees for 2023

Attachments: [Proposed Tourism 2023 Fee Schedule](#)
[Res for 2023 Tourism Fees](#)
[Memo to Room Tax Commission 2023 Tourism Fees](#)

Moved by Sitkiewitz, seconded by Brey, to forward resolution to council for approval. The motion carried by the following vote:

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

22-1018

Discussion and possible action to hire architect for permanent visitor center project

Hansen and Karin Adams (Library Director) discussed presentation that was given to the Library Board and project. Room Tax Commission directed staff to move forward.

Adjournment

A motion was made by Eric Sitkiewitz, seconded by Steven Czekala, that this meeting be adjourned at 4:48pm. The motion carried by the following vote:

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