

**Room Tax Commission of the City of Manitowoc
Meeting Minutes
June 1, 2016, 5:45 p.m., City Hall, Council Chambers**

1. Call Meeting to Order

Mayor Nickels called the meeting to order at 5:45 p.m.

2. Approval of Minutes from Wednesday, May 4, 2016

A motion was made by Ald. Brey and seconded by Ald. Sitkiewitz to approve the minutes of Wednesday, May 4, 2016 as presented. The motion carried unanimously.

3. New Business

- a. Discussion and possible action on 16-0391 Referral from Finance Committee (denial) to fund up to \$1,700 to beautify the corridor between the Manitowoc Public Library and Farmers' Market.

P. Wills from Progress Lakeshore was present and explained that the request is for \$781.32. This was the actual cost of the materials for the project less the sales tax paid. Any City funds provided will not be used to pay sales tax. The Commission discussed from which part of the room tax budget this could be funded, and it was concluded that Undesignated was the best source.

A motion was made by Ald. Brey and seconded by Ald. Sitkiewitz to approve the request from Progress Lakeshore to fund the downtown beautification project from Undesignated room tax funds in the amount of \$781.32. The motion carried unanimously.

- b. Discussion and possible action on a request from Discover Eastern Wisconsin Disc Golf for \$1,000 from the Discover Manitowoc Grant Program to fund advertising for the Silver Cup XVI Disc Golf Pro Tour and Festival in Silver Creek Park July 7-10

J. Van Lanen was present and explained the Disc Golf Pro Tour event proposed for Silver Creek Park and other locations in Wisconsin. The proposed marketing efforts, the budget and use of the requested funds, the expected numbers of visitors and economic impact, and methods of tracking the results were discussed. J. Van Lanen stated that he will report back to the Commission on the results of the event within 60 days of the event.

A motion was made by Ald. Sitkiewitz and seconded by N. Sparacio to approve request from Discover Eastern Wisconsin Disc Golf for \$1,000 from the Discover Manitowoc Grant Program to fund advertising for the Silver Cup XVI Disc Golf

Pro Tour and Festival in Silver Creek Park July 7-10. The motion carried unanimously.

4. Old Business

- a. Discussion and possible action on agreement between the City of Manitowoc and the Manitowoc Area Visitor and Convention Bureau

K. McDaniel presented the updates to the Tourism Services Agreement and the Visitor Information Center Lease Agreement. Additional edits were identified, and the Commissioners agreed to provide K. McDaniel with any additional edits prior to the next meeting. Revised drafts will be presented at the next meeting for possible action. No action was taken.

5. Standing Reports

No Standing Reports items were discussed.

6. Schedule Next Meeting

The next meeting was set for Wednesday, July 13 at 5:30 p.m. **Note:** the next meeting date was subsequently changed to **Monday, July 11** at 5:30 p.m.

7. Adjourn

The meeting was adjourned at 6:45 p.m.

Attendance

Members Present: Mayor Nickels
Alder Jim Brey
Alder Eric Sitkiewitz
Nic Sparacio, Community Development Director

Members Excused: Alder Scott McMeans

Others Present: Alder Lee Kummer
Kathleen McDaniel, City Attorney
Jason Ring, MAVCB President
Peter Wills, Progress Lakeshore
Jim Van Lanen Jr., Eastern Wisconsin Disc Golf