



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
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FAX (608) 825-6879
Website www.cityofsunprairie.com

Public Notice of the City of Sun Prairie, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

TOURISM COMMISSION MEETING

DATE: THURSDAY, NOVEMBER 16, 2023 **TIME:** 9:00 AM

LOCATION: COUNCIL CHAMBERS
MUNICIPAL BUILDING
300 EAST MAIN STREET
SUN PRAIRIE, WI 53590

Please use the below instructions to participate and watch the meeting remotely. The vast majority of meetings air and stream live through the Sun Prairie Media Center. In the case of simultaneously scheduled meetings, some meetings may only be available to stream on demand later at sunprairiemediacenter.com or on the Sun Prairie Media Center app.

1. WRITTEN COMMENTS: You can send comments on agenda items to cburke@cityofsunprairie.com

2. WATCH THE MEETING: You can watch the meeting in several ways:

- Television: Watch on Roku, Apple TV, channel 983 on Charter, or channels 13 or 1013 on TDS.
- Online: Stream at sunprairiemediacenter.com or on the Sun Prairie Media Center app.
- Webinar: <https://us02web.zoom.us/j/81988514615?pwd=YzliRkdFZmZzUkhZNTcrNkUzRVBzZz09>

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- A. Approve October 12, 2023 Meeting Minutes

3. CITIZEN APPEARANCES/PUBLIC COMMENT

4. BILLS PRESENTED FOR PAYMENT. Total = \$11,499.28

- A. Reimburse BID Budget for Fire & Lights event postcard postage - \$30.87
- B. Madison Pro Audio, Fire & Lights event sound & stage equipment - \$3,915.00
- C. Sun Prairie Area Community Band, 2023 Fire & Lights event entertainment - \$100.00

- D. Jamison Rabbit, 2023 Fire & Lights event Santa - \$81.00
 - E. The UPS Store, 2023 Fire & Lights event postcard printing & envelopes - \$165.00
 - F. Funny Faces Family Entertainment, 2023 Fire & Lights event decor - \$1,500.00
 - G. Reimbursement to the Chamber, 2023 Wisconsin Fall Tourism Conference registrations - \$330.00
 - H. Reimbursement to the Chamber, 2023 Wisconsin Fall Tourism Conference overnight stays - \$274.90
 - I. Reimbursement to Barb Behling 2023 Wisconsin Fall Tourism Conference mileage - \$95.63
 - J. Madison Magazine, 2024 City Guide ad - \$3,975.00
- Focal Flame, 2023 Multicultural Fair, Capital Land Music Fest event photography - \$1,031.88

5. **CHAIRPERSON'S REPORT**

6. **UNFINISHED BUSINESS**

- A. Grant Agreement 2024 Frozen Fest
- B. Wisconsin State Fire Chiefs Association 2023 event recap and request with 2024 Grant Application - Maiya Whelan, WSFCA
- C. Consider Amendment to the Existing Contract for the Sun Prairie Chamber of Commerce to expand the Admin Entity role

7. **NEW BUSINESS**

- A. Robert Zimmerman – Hilton Garden Inn Chief Operating Executive, consideration for the Commission's hotelier replacing Chris Scheel
- B. Recommended Revised Room Tax Ordinance
- C. Recommended 2024 Tourism Budget
- D. Recommended revised 2024 Grant Application, Process, and Timeline
- E. Review Grant Application for 2024 Chamber of Commerce's Community Guide - Barb Behling

8. **STAFF UPDATES**

9. **ANNOUNCEMENTS**

10. **REFERRALS**

11. **SET DATE OF NEXT MEETING**

A. Thursday, December 14, 2023 &/or Thursday January 11, 2024 from 9-10AM in Council Chambers + Remote (Hybrid)

12. **ADJOURNMENT**

IF YOU ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL 825-1107 or email cburke@cityofsunprairie.com.

Posted: November 13, 2023

Posted: Sun Prairie City Hall
300 East Main Street

Sun Prairie Public Library
1350 Linnerud Drive

Sun Prairie Utilities
125 West Main Street

Members

Jerry Beecher (2024)

John Blaska (2024)

Mark Gonwa (2024)

Mike Jacobs (2024) - Alder

Christopher Scheel (2024)

Christina Williams (2024) – Ex Officio, Chamber of Commerce

Robert Zimmerman (2024)

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.