



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



September 11, 2017

Manitowoc County Habitat for Humanity  
502 N. 8<sup>th</sup> St.  
Manitowoc, WI 54220

RE: *Waiver of Fees – Cardboard City – September 23-24, 2017*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on September 11, 2017, at which time the committee granted your request which will be passed on to the Common Council.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser  
City Clerk

mrk

Enclosures

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Randy Junk, Operations Division Mgr. (Streets)  
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)  
Karen Dorow, Business Manager

*Deborah Neuser, CMC, City Clerk*  
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543  
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 9/11/2017

**EVENT NAME:** WAIVER OF FEES - Cardboard City

**ORGANIZER:** Habitat for Humanity, Hope House, The Haven - Jean Wakefield

**EVENT DATE:** Sept. 23-24, 2017

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Requesting waiver of fees for use of 12 rail-style barricades along with delivery & pickup to The Haven's parking lot, 1003 Marshall St.

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	108
<b>TOTAL</b>	<b>108</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	75
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>75</b>
 <b>GRAND TOTAL</b>	 <b>183</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*[Handwritten signatures and initials under the APPROVE column]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

## **Mackenzie Reed-Kadow**

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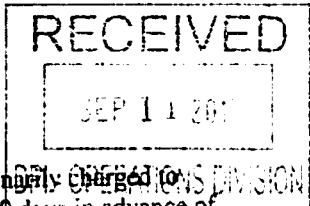
**From:** Sandy Ronski  
**Sent:** Monday, September 11, 2017 9:39 AM  
**To:** SpecialEvents  
**Subject:** Waiver of fees request - Cardboard City 09-23-17 to 09-24-17  
**Attachments:** Waiver of fees - Cardboard City 09-23-17 to 09-24-17.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Attached is a Waiver of Fees Request that will be discussed at the next Special Event Committee meeting. They are requesting the use of long rail-style barricades with delivery to the Haven, 1003 Marshall St. The pre-tax rate is \$183 for rental & delivery.

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)

**CITY OF MANITOWOC - PARKS DIVISION  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT**



Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

**A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.**

**ALL QUESTIONS MUST BE ANSWERED**

- Name of event: CARDBOARD CITY w/HABITAT, HOPE HOUSE, THE HAVEN
- Name of club/organization making request: MANITOWOC COUNTY HABITAT FOR HUMANITY  
Address: 502 N. 8th ST. Telephone: 920-683-8466
  - Names of club officers:
 

Name	Address	Telephone
President <u>DAVID EIS</u>	<u>502 N 8th ST</u>	<u>920-683-8466</u>
Secretary <u>N/A</u>		
Treasurer <u>STEVE HANSEN</u>	<u>502 N. 8th ST</u>	<u>920-683-8466</u>
  - Facility requested: N/A
  - Equipment requested: barricades to block off entrance to THE HAVEN North: west to the
  - Specific dates and hours facility/equipment will be used: Date 9/23 to 9/24 Hrs. SAT. 3:30 pm to Sun 10:00 am
  - Please explain your request, as to what fees you desire waived or reduced and reasons. rental of barricades, \* need delivery of barricades to THE HAVEN, 1003 Marshall St will need pick up when event is completed 12 sets of the long barricades.
  - Which do you consider your group to be?
 

A. Community service	B. Non-profit <input checked="" type="checkbox"/>	C. Private business
D. Club or organization	E. Other, please explain	
  - Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes  No  Pledges will be collected
  - If #7 is "yes," explain and list specific charges. \$100 = box, \$175 = tent, \$250 = car (each for 4 people)
  - What will revenues be used for? revenues will be divided between 3 non-profit to be used to further their missions
  - Do you wish to meet personally with the Committee to discuss this request? Yes  No   
If "yes," please provide the following information of individual to contact:  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed [Signature] Date 9-10-2017

Please attach any additional information which you feel will assist the committee in evaluating your request.

Join us on

**September 23-24**

for an event to raise  
money and awareness for  
homelessness in our  
community!



**Who?** Anyone can participate; young and old, individuals, families, or groups

**Where?** The event will take place in the parking lot of The Haven, 1003 Marshall St.

**What will we do?** Participants will spend the night in cardboard boxes, simple tents, or their own car to get a small experience of homelessness. Simple meals will be served for supper and breakfast and there will be activities, entertainment, and presentations throughout the evening related to homelessness.

**How do we fundraise?** Participants will collect pledges or make a donation to participate (\$100=box, \$175=tent, \$250=car). The proceeds will be shared by Habitat for Humanity, The Haven, and Hope House

To get more info or register for the event contact Stephanie Bowman (sb\_flgmanitowoc@sbcglobal.net or 682-7742) by September 8th



Hope House  
of Manitowoc County

9:07 AM  
09/11/17  
Accrual Basis

Manitowoc County Habitat for Humanity  
Profit & Loss  
June 30, 2015 through July 1, 2016

	Jun 30, '15 - Jul 1, 16
Ordinary Income/Expense	
Income	1,925.00
Capital Campaign	
Contribution Income	
Annual Drive	
Business	1,554.25
Church	1,089.14
Individual	4,054.83
Total Annual Drive	6,698.22
Memorials	155.00
Restricted	4,500.00
Unrestricted	
Business	7,995.77
Church	2,564.49
Individual	1,592.33
Total Unrestricted	12,152.59
Total Contribution Income	23,505.81
Downpayment	0.00
Fund Raisers	
Buffalo Wild Wings	472.61
Can Sale	271.36
Chili Warm Up	1,528.85
good search	5.00
Tools and Treasures	245.00
Total Fund Raisers	2,522.82
Grants	
Thrivent	128.00
Total Grants	128.00
In-kind Contributions	90,136.80
Insurance Refunds	1,008.00
Interest Inc	
Investments	500.63
Money Market Plus	53.95
Interest Inc - Other	14.28
Total Interest Inc	568.86
Miscellaneous Income	833.71
Mortgage Discount Amortization	44,243.50
overpayment	0.00
Reimbursed Expense	85.26
ReSale Store Income	26,693.82
Transfers to Homeowner	89,447.74
Total Income	281,079.32
Cost of Goods Sold	
Cost of Homes Transferred	86,849.31
Resale Inventory COGS	25,000.00
Total COGS	111,849.31
Gross Profit	169,230.01

9:07 AM

09/11/17

Accrual Basis

# Manitowoc County Habitat for Humanity

## Profit & Loss

June 30, 2015 through July 1, 2016

	<u>Jun 30, '15 - Jul 1, 16</u>
<b>Expense</b>	
Advertising	2,285.00
ask Jean	0.00
Bank Charges	912.04
Capital Campaign Expense	0.00
Construction	970.30
Discounts on Mortgages Issued	91,330.00
Dues & Subscriptions	100.00
Equipment Rental	-265.00
Fund Raising/Publicity	
Parade Float	303.62
Tools and Treasures	4,107.33
<b>Total Fund Raising/Publicity</b>	<b>4,410.95</b>
HFHI SOSI Fee	5,000.00
HFHI Tithe	2,000.00
Inspections	0.00
Insurance	
Homeowner	875.00
Workmans Comp	912.00
Insurance - Other	4,894.00
<b>Total Insurance</b>	<b>6,681.00</b>
Lakeshore CAP	0.00
Leadership Development	398.39
Licenses, permits, fees	325.50
Marketing	253.34
Miscellaneous	-656.91
Office	
office use donatlon	1,920.00
Supplies	2,062.82
<b>Total Office</b>	<b>3,982.82</b>
Postage	
Box Rental	88.00
stamps/delivery	533.50
<b>Total Postage</b>	<b>621.50</b>
Prof. Construction	0.00
Professional Fees	
Accounting	11,387.05
Legal	-35.00
<b>Total Professional Fees</b>	<b>11,352.05</b>
Real Estate Taxes	1,967.40
Resale Expense	500.00
Salary	
Executive Director	45,553.69
Site Supervisor	0.00
Social Security/Taxes	2,926.72
<b>Total Salary</b>	<b>48,480.41</b>

9:07 AM

09/11/17

Accrual Basis

**Manitowoc County Habitat for Humanity**

**Profit & Loss**

June 30, 2015 through July 1, 2016

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	<u>Jun 30, '15 - Jul 1, 16</u>
Telephone	1,639.27
Tools/Equipment	3,365.92
Utilities	-90.50
Volunteer	-210.07
Warehouse Expenses	-37.47
Warehouse Rent	500.00
Website	679.91
<b>Total Expense</b>	<u>186,495.85</u>
<b>Net Ordinary Income</b>	-17,265.84
<b>Other Income/Expense</b>	
Other Income	
Dividend Income	19.92
<b>Total Other Income</b>	<u>19.92</u>
<b>Net Other Income</b>	<u>19.92</u>
<b>Net Income</b>	<u><u>-17,245.92</u></u>



**Manitowoc County Habitat for Humanity  
 Profit & Loss  
 June 30, 2016 through July 1, 2017**

	<u>Jun 30, '16 - Jul 1, 17</u>
Ordinary Income/Expense	
Income	
Capital Campaign	200,000.00
Contribution Income	
Annual Drive	
Business	546.48
Church	492.00
Individual	627.97
Total Annual Drive	<u>1,666.45</u>
Legacies & Bequests	10,456.58
Unrestricted	
Business	4,321.72
Church	3,421.46
Individual	4,088.74
Unrestricted - Other	219.80
Total Unrestricted	<u>12,051.72</u>
Total Contribution Income	24,174.75
Direct Public Support	
Individ, Business Contributions	<u>2,600.00</u>
Total Direct Public Support	2,600.00
Downpayment	-4,332.62
Fund Raisers	
Can Sale	257.40
Chili Warm Up	1,042.40
Total Fund Raisers	<u>1,299.80</u>
Grants	
ReSale Center	1,000.00
Thrivent	7,500.00
Grants - Other	2,250.00
Total Grants	<u>10,750.00</u>
Homeowner tax payment in	2,406.95
in-kind Contributions	51,997.05
Insurance Refunds	58.00
Interest Inc	
Investments	271.66
Money Market Plus	55.45
Interest Inc - Other	360.42
Total Interest Inc	<u>687.53</u>
Mortgage Discount Amortization	41,952.00
overpayment	-3,990.44
real estate tax payment	50.00
Reimbursed Expense	616.49
ReSale Store Income	16,004.44
Transfers to Homeowner	16,769.36
Total Income	<u>361,043.31</u>
Cost of Goods Sold	
Cost of Homes Transferred	12,660.00
Resale Inventory COGS	25,000.00
Total COGS	<u>37,660.00</u>
Gross Profit	323,383.31

9:08 AM

09/11/17

Accrual Basis

# Manitowoc County Habitat for Humanity

## Profit & Loss

June 30, 2016 through July 1, 2017

	<u>Jun 30, '16 - Jul 1, 17</u>
<b>Expense</b>	
Advertising	100.00
Appraisals	0.00
Bank Charges	1,308.64
Capital Campaign Expense	20.00
Construction	284.05
Discounts on Mortgages Issued	28,965.00
Dues & Subscriptions	100.00
Equipment Rental	1,034.47
HFHI SOSI Fee	5,000.00
HFHI Tithe	2,000.00
Homeowner Reimbursement	952.16
Homeowner repair bill	0.00
Homeowner tax payment	4,914.26
Inspections	36.75
Insurance	
Homeowner	0.00
Workmans Comp	913.00
Insurance - Other	5,440.50
<b>Total Insurance</b>	<b>6,353.50</b>
Leadership Development	740.51
Licenses, permits, fees	380.50
Marketing	107.00
Miscellaneous	-1,110.57
Office	
office use donation	2,880.00
Supplies	2,116.40
Office - Other	20.00
<b>Total Office</b>	<b>5,016.40</b>
Postage	
Box Rental	84.00
stamps/delivery	192.00
<b>Total Postage</b>	<b>276.00</b>
Prof. Construction	280.00
Professional Fees	
Accounting	11,387.05
Legal	-68.88
<b>Total Professional Fees</b>	<b>11,318.17</b>
Real Estate Taxes	6,048.23
Resale Expense	500.00
Salary	
Executive Director	45,625.00
Site Supervisor	-1,667.00
Social Security/Taxes	3,490.47
<b>Total Salary</b>	<b>47,448.47</b>

9:08 AM

**Manitowoc County Habitat for Humanity**

**Profit & Loss**

09/11/17

**June 30, 2016 through July 1, 2017**

Accrual Basis

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	<u>Jun 30, '16 - Jul 1, 17</u>
Snow Removal	0.00
Telephone	1,936.03
Thrivent Builds Repairs	0.00
Tools/Equipment	2,963.00
Utilities	3,381.97
Volunteer	1,465.57
Warehouse Rent	6,000.00
Waste management	476.00
Website	739.88
Weed Cutting	340.00
<b>Total Expense</b>	<u>139,375.99</u>
<b>Net Ordinary Income</b>	184,007.32
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Dividend Income	162.51
<b>Total Other Income</b>	<u>162.51</u>
<b>Net Other Income</b>	162.51
<b>Net Income</b>	<u><u>184,169.83</u></u>