



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



September 15, 2016

Gina Wagner
McKnley Academy
1010 Huron St.
Manitowoc, WI 54220

RE: Waiver of Fees – Healthy Living Class

Dear Ms. Wagner:

Your request for Waiver of Fees for use of the Lincoln Park Fieldhouse for your healthy living classes held in September and November, 2016, was acted upon by the Special Events Committee on September 12, 2016.

At said meeting, the Committee granted your request. You may pick up a key for the facility at the Park's Office at 2655 S. 35th St. weekdays between 7:00 a.m. and 4:00 p.m.

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

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/12/2016

EVENT NAME: Healthy Living Class

ORGANIZER: McKinley Academy - Gina Wagner

EVENT DATE: Sept.-Nov. 2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse on weekdays for McKinley Academy
Healthy Living Class for girls from 9:00 to 10:30 am weekdays. Group is
willing to do volunteer work in exchange for use of facility.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	648
RECREATION	
STREETS	
TOTAL	648

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures]
S. J. CHRISTIAN
G. M. J.

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Pick up a key for the facility at the Parks Office at 2655 S 35th St. weekdays between 7 AM and 4 PM.

Deborah Neuser

From: Sandy Ronski
Sent: Monday, September 12, 2016 10:26 AM
To: SpecialEvents
Subject: Waiver of Fees Request - McKinley Academy Healthy Living Class Sept. - Nov. 2016
Attachments: McKinley Academy Healthy Living Class Sep-Nov 2016.pdf

This is a Waiver of Fees request for use of the Lincoln Park Fieldhouse. Chad is aware of this request and is fine with it. The group originally wanted one of the cabins, but there are more weekday rentals at the cabins, so he asked that they use the fieldhouse instead. This first time request will be discussed at today's Special Event Committee meeting.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
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: McKinley Academy Healthy Living Class

1. Name of club/organization making request McKinley Academy
Address 1010 Huron Street Telephone 920-686-4700

2. Names of club officers: Name Address Telephone
President Teacher: Gina Wagner 1010 Huron (c) 920-973-0797
Secretary Teacher: Nicole Gesch 1010 Huron (c) 920-794-4464
Treasurer _____

3. Facility requested: Lincoln Park Fieldhouse

Equipment requested: Possible Occasional Use of Kitchen to learn healthy recipe

4. Specific dates and hours facility/equipment will be used: Date Monday-Thursday Hrs. 9-10:30

5. Please explain your request, as to what fees you desire waived or reduced and reasons. September - November
very limited budget, we would be willing to do some service work in exchange for the use of facility

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit _____ C. Private business _____
D. Club or organization _____ E. Other, please explain High School class

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X

8. If #7 is "yes," explain and list specific charges _____

9. What will revenues be used for? _____

10. 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 Gina Wagner Address 1010 Huron St. Telephone _____

Signed Mina R. Wagner Date 9-9-16
We would be happy to meet with you for any questions or concerns

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

Hello, my name is Gina Wagner. My colleague, Nicole Gesch, and I are teachers at McKinley Academy, a charter school for at-risk high school students. This trimester, September through November, we are offering a Healthy Living class for our female students. We have approximately 18 girls enrolled. The course covers various aspects of wellness, including healthy eating and nutrition, physical activity, emotional wellness, healthy relationships and boundaries, environment, and living conscientiously. We are looking for a neutral place that is safe and distraction-free for our students. A neutral area to discuss sensitive topics would help our girls trust us and each other throughout the course. The fieldhouse would be an ideal location for our course. The stigmas and preconceptions of how we think and act in the 'Math classroom' or the 'English classroom' would be stripped away at an off-school location so that our girls can have space to reveal their true selves. The physical space is large enough to accommodate our group and provides the flexibility that a classroom full of desks and chairs cannot. Being situated inside Lincoln park and in proximity to the zoo would also allow us to include the critical component of wellness, living in harmony with the environment. Studies show incredible academic, social, and emotional benefits for students who have regular time in natural spaces. It is our goal to raise students who can and will be caretakers of their communities and natural spaces. We would be more than happy to provide services to the park in exchange for use of this space. We want our girls to learn to become responsible stewards of community resources and would love to discuss what that would look like. Thank you for your consideration; we look forward to working with you.

Sincerely,
Gina and Nicole