

CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

July 8, 2016



Tyler Kiel
Manitowoc Fire Department
911 Franklin St.
Manitowoc, WI 54220

RE: MDA Fill the Boot Drive - August 18, 19 and 20, 2016
Waiver of Fees

Dear Mr. Kiel:

Your request for a waiver of fees for The MDA Fill the Boot Drive to benefit MDA on August 18, 19 and 20, 2016, was acted upon by the Special Events Committee at the meeting of Thursday, July 7, 2016.

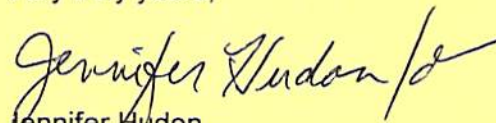
At said meeting the Committee unanimously recommended approval of the request.

When the insurance certificate is received from MDA, please forward to me.

For the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 prior to 2:30 P.M. between Monday and Friday. For pick up and return of materials, please stop at Department of Public Works office.

If you have any questions, please contact me at 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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/7/2016

EVENT NAME: WAIVER OF FEES - MDA Fill the Boot Drive

ORGANIZER: Firefighters Local 368 - Tyler Kiel

EVENT DATE: Aug. 18-20, 2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic control items at intersection of S 10th & Franklin St. for the purpose of collection donations for the Muscular Dystrophy Assoc.; off-duty firefighters will volunteer for event

ESTIMATED CITY COSTS:

| | |
|--------------|------------|
| POLICE | |
| FIRE | |
| PARKS | |
| RECREATION | |
| STREETS | 264 |
| TOTAL | 264 |

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

Scott
Scott
Scott
Scott
Scott

Scott

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**MANITOWOC PARKS DEPARTMENT
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 Parks & Recreation 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

"Fill the Board Disc"

1. Name of club/organization making request Fishhookers L368 for Muscular Dystrophy Association
Address 911 Franklin St. Telephone 656-3510

2. Names of club officers: Name Address Telephone
President Fill the Board Coordinator - Tyler Kiel 3121 S. 15th St. Manitowoc 323-4343
Secretary _____
Treasurer _____

3. Facility requested: Intersection of South 10th & Franklin Street
Equipment requested: 20 long Traffic cones and 12 A-Frame Baracades

4. Specific dates and hours facility/equipment will be used: Date Aug 18, 19, & 20th Hrs. (12-4:30) 2pm-6pm (20th) 12pm-2pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Looking for permission to use intersection of S 10th & Franklin St and the use of Traffic cones and Baracades

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 _____

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

8. If #7 is "yes," explain and list specific charges MOA looking for donations for

9. What will revenues be used for? Money All goes to Local kids who are suffering from a Muscular Dystrophy Disease to help with medical cost, summer camp etc.

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed [Signature] Date 7/6/16

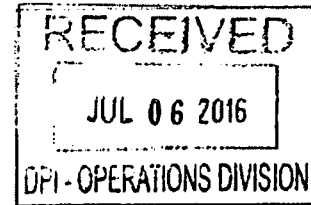
Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

Sandy Ronski

From: Tyler Kiel
Sent: Wednesday, July 06, 2016 10:56 AM
To: Sandy Ronski
Subject: MDA Fill the Boot Request
Attachments: MDA request.pdf



Special Events Committee,

I am contacting you in regards of the MFD Local 368 annual MDA Fill the Boot Drive to benefit local children who suffer from Muscular Dystrophy. I would like to get the permission from both you and your committee to hold this annual event. We have selected to hold the event on a Thurs, Fri and Sat as we have in the past years. The dates that we have chosen are August 18, 19 & 20 with a rain date of August 26th. The times are 2 to 6pm on Thurs and Friday and 10am till 2pm on Saturday. The intersection chosen is the same as in past years (10th and Franklin). All of the members volunteering to participate will be **OFF DUTY** and will be covered by a insurance policy plan provided by MDA.

Last year we were able to raise a total of \$14,000. This has been a very successful event which gets (for the most part) positive feedback from the citizens of Manitowoc as well as the visitors who are passing through town. I have been able to meet with many of the families and clients who benefit from this fundraiser and have seen firsthand how far a few hours of volunteering goes. I look forward to having another successful year this year and many more after. For that to happen, we need your help.

Attached you will find the "special consideration for waiver of part or all fees" Form.

If you need any other information on this event please do not hesitate to contact me.

Sincerely,

Tyler Kiel
Firefighter/Paramedic

16-0584

Patricia Heidorf

From: Christopher Able - D3
Sent: Thursday, May 26, 2016 9:05 PM
To: Patricia Heidorf
Subject: Fwd: MDA Fill the boot 2016

For next month.

Christopher Able
District 3
Manitowoc's scenic Downtown, Riverfront, and Lakeshore

Begin forwarded message:

From: Tyler Kiel <tkiel@manitowoc.org>
Date: May 26, 2016 at 4:53:01 PM CDT
To: Christopher Able - D3 <cable@manitowoc.org>
Subject: MDA Fill the boot 2016

Alderman Able,

I am contacting you in regards the MFD Local 368 annual MDA Fill the Boot Drive to benefit local children who suffer from Muscular Dystrophy. I would like to get the permission from both you and your committee to hold this annual event. We have selected to hold the event on a Thurs, Fri and Sat as we have in the past years. The dates that we have chosen are August 18, 19 & 20 with a rain date of August 26th. The times are 2 to 6pm on Thurs and Friday and 10am till 2pm on Saturday. The intersection chosen is the same as in past years (10th and Franklin). All of the members volunteering to participate will be **OFF DUTY** and will be covered by a insurance policy plan provided by MDA.

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Like other years, I will forward you and Kathleen the insurance policy once I receive it from MDA. Thank you for your help again.

Sincerely,

Tyler Kiel
Firefighter/Paramedic