



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



July 5, 2019

Kim Kettner
Wendy Lutzke
Friends of the Manitowoc River Watershed
75 Maritime Drive
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Lower Henry Schuette Park Open Air Shelter – September 13, 2019*

Dear Kim & Wendy:

The above request was acted upon by the Special Event Committee at the meeting on July 3, 2019, at which time the committee granted your request.

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
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: 7/3/2019

EVENT NAME: WAIVER OF FEES: Manitowoc River Paddle Appreciation Picnic

ORGANIZER: Friends of the Manitowoc River Watershed

EVENT DATE: 9/13/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of the lower Henry Schuette open air shelter for an appreciation picnic prior to the Manitowoc River Paddle; pit fire previously approved by Council

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	47
RECREATION	
STREETS	
TOTAL DEPT. COSTS	47

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	47
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures under APPROVE]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Sandy Ronski

From: Kim Kettner <kkettnerm@gmail.com>
 Sent: Monday, July 01, 2019 7:36 PM
 To: ParksAdmin; Wendy Lutzke; Jim Kettler; Mark Nickels
 Subject: Waiver for all Fees Form
 Attachments: ATT00001.txt

CITY OF MANITOBA - 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. This request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submission required.

ACCURRENT 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: Manitowac River Paddle

1. Name of club/organization making request: Friends of the Manitowac River Watershed
 Address: None Telephone: None

2. Names of club officers: NAME N/A Address _____ Telephone _____
 President _____
 Secretary N/A
 Treasurer N/A

3. Facility requested: Lower Schmette Park Kayak Launch
 Equipment requested: None

4. Specific dates and hours facility/equipment will be used: Date July 18/19 Time 9:30am - 11:00am

5. Please explain your request, as to what fees you desire waived or reduced and why:
Any/all fees. We intend to do the kayak launch.

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 or money raised in conjunction with the event)?
 Yes _____ No

8. If yes, how? Explain and list specific charges: N/A

9. Will event revenues be used for? _____ N/A

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: Kim Kettner Address _____ Telephone _____
 Date: 7/1/19

For each agency affected, attach a statement in which you feel will assist the committee in evaluating your request.

When completed, return this form to the City of Manitoba - Parks Division
 400 Queen St., Winnipeg, MB R3B 2Y9 (Phone: 972-229-1500) Fax: 972-229-6335 E-mail: parks.admin@manitoba.ca

Sandy Ronski

From: Friends Manitowoc River Watershed <fmrwinfo@gmail.com>
Sent: Monday, July 01, 2019 7:41 PM
To: Sandy Ronski
Cc: Curtis Hall
Subject: Re: Hey, Let's Get Wet, Keep our River Healthy and Have Some Fun!

Hi Sandy,

I just sent a completed waiver form for our paddle to the parksadmin email address. We are only planing on having 13 people use kayaks we are renting from the Marina on Aug. 3. We feel we shouldn't have to pay any fees for that event since the only equipment we plan to use is the kayak launch and we funded the building of that launch.

Kim Kettner
Wendy Lutzke
Co-leaders Friends of the Manitowoc River Watershed

Sent from my iPhone

On Jul 1, 2019, at 12:51 PM, Sandy Ronski <sronski@manitowoc.org> wrote:

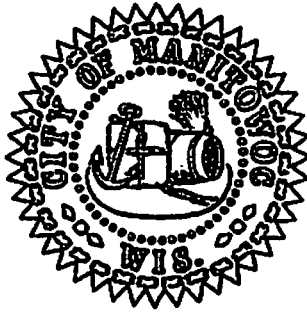
I was just informed that your request for a fire pit was sent through Council instead, so you are all good on that end. You should still complete either the Special Event Application if the event is over 50 people or the Waiver of Fees Request if the event is less than 50 people. In the future, please include your fire pit request when you complete one of the other forms.

Thank you,

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Sandy Ronski
Sent: Monday, July 01, 2019 11:21 AM
To: 'Friends Manitowoc River Watershed'
Subject: RE: Hey, Let's Get Wet, Keep our River Healthy and Have Some Fun!

Just a friendly reminder that if you are hosting an event on City property or right-of-way that involves 50 or more people, you need to complete the attached Special Event Application Form and turn it in to the Parks Office at least 60 days in advance of your event.



19-0496

Standing Committee: Public Infrastructure Committee

Document Name: Fire Pit Request for Lower Schuette Park

Consent

Non-Consent

Chairman Recommend

Recommendation:

*Recommending
approval
and that
the Fire Dept.
be involved*

Attest:

[Signature]
Chair - Alderperson Jeremiah Slovak

Date

[Signature]
Vice-Chair - Alderperson Lee Kummer

[Signature]
Alderperson Jim Frey

[Signature]
Alderperson Mike Howe

[Signature]
Alderperson Scott McMeans

Approved:

[Signature]
Justin M. Nickels
Mayor

5-21-19

Date

Apr. 24, 2019

To: Dan Koski
Director of Public Infrastructure
900 Quay Street
Manitowoc, WI 54220

From: Kim Kettner
Wendy Lutzke
Friends of the Manitowoc River Watershed
75 Maritime Drive
Manitowoc, WI 54220

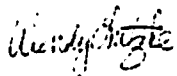
Subject: Pit Fire, Pavilion and Equipment Request

Dear Mr. Koski,

The Friends of the Manitowoc River Watershed is planning a Moonlight paddling event on Friday, September 13, 2019. Prior to the event we would like to have an appreciation picnic at Lower Schuette Park including a pit fire. We will provide our own pit, wood and bucket for water.

Please accept this formal request from the Friends of the Manitowoc River Watershed asking for permission to conduct a pit fire at Lower Schuette Park on the evening of September 13, 2019. We will take good care of our Adopted Park and ensure that the fire is extinguished prior to our moonlight paddle. We are also requesting the pavilion, picnic tables and garbage containers adjacent to the parking lot for the same period of time.

We would like to know ASAP whether or not we can plan for the pit fire and pavilion area so we can continue making plans for the evening.



Kim Kettner

Kim Kettner
Wendy Lutzke
Co-leaders of the Friends of the Manitowoc River Water



Sandy Ronski

From: Gregg Kadow
Sent: Tuesday, May 07, 2019 4:27 PM
To: Curtis Hall
Subject: RE: Pit Fire Request - Lower Schuette Park

We will approve it. The fire cannot be more than 3 feet in diameter and flames not more than 3 feet high. They will need to notify the Joint Dispatch Center prior to starting the fire and be sure to use clean wood without any accelerants.

Gregg P. Kadow | Deputy Fire Chief
Division of Life Safety and Neighborhood Services
Manitowoc Fire Rescue Department
900 Quay Street
Manitowoc, WI 54220
Phone: (920)686-6543
Fax: (920)686-6545



From: Curtis Hall
Sent: Friday, May 03, 2019 8:47 AM
To: Gregg Kadow
Cc: 'Kim Kettner'; Chad Scheinoha; Dan Koski
Subject: FW: Pit Fire Request - Lower Schuette Park

Good Morning Gregg,

Attached is a formal request for a special event camp fire at Lower Schuette Park. Public Infrastructure committee along with the management of the DPI support the request and referred the final approval to you. Can you please review and provide your recommendation?

Thanks,

Curtis Hall
Operations Park Planner
City of Manitowoc
(920)686.6519(office)
(920)323.4194(cell)

Our Mission

The Manitowoc Parks and Recreation Divisions are committed to improving the quality of life for all Manitowoc's residents and visitors. This is accomplished by providing and promoting well maintained parks, facilities, and public open spaces as well as offering a variety of lifelong recreational opportunities and special events for people of all ages.