



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 Lincoln Park Zoo Educational Center – 8/17/2019*

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: AIS Snapshot Day

ORGANIZER: Friends of the Manitowoc River Watershed - Kim Kettner

EVENT DATE: 8/17/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of the Lincoln Park Zoo Educational Center for training regarding aquatic invasive species

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	50
STREETS	
TOTAL DEPT. COSTS	50

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(If delivery requested)</i>	
WAIVED -ROOM TAX	50
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

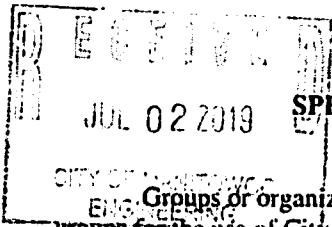
APPROVE

DENY

Kim Kettner
John D. Kell
[Signature]
John D. Kell

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



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: AIS Snapshot Day

1. Name of club/organization making request: Friends of the Manitowoc River Watershed
Address _____ Telephone _____

2. Names of club officers: Name Address Telephone
~~President~~ Kim Kettner 2129 S. 15th St. Manitowoc 920.242.1993
~~Secretary~~ Wendy Lotzke 3201 S. 15th St.
~~Treasurer~~ Amy Fettes 1468 S. 18th

3. Facility requested: Lincoln Park Zoo Educational Center
Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date Aug 17, 2019 Hrs. 6 hrs.

5. Please explain your request, as to what fees you desire waived or reduced and reasons. waiver of rental fees

6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X 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 X

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

9. What will revenues be used for? _____

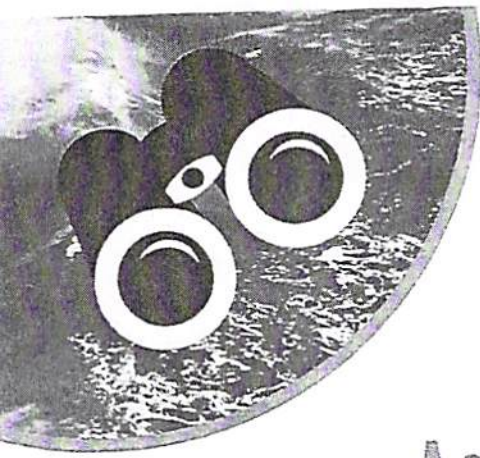
10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name Mark Nickels Address 1511 Cherry Rd. Manitowoc Telephone 686.4723

Signed Mark F. Nickels Date 6-11-19

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

When completed, return this form to the City of Manitowoc - Parks Division.
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

150 PPT
10/11



SNAPSHOT DAY



Saturday August 17, 2019

A statewide search for aquatic invasive species

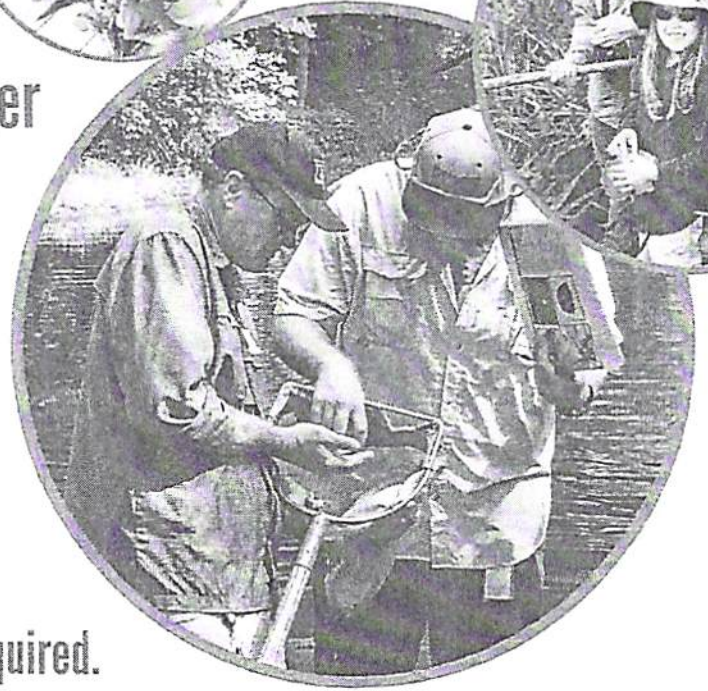
From 9:00 am - 1:30 pm

Join us at:

Lincoln Park Zoo Education Center
Manitowoc, WI 54220

(Use Reed Avenue Entrance)

FREE: tote bag, boot brush, & more!



All ages welcome - no prior experience required.

If you want to wade in or stay dry, there is a site for you.

For more information contact: ndutack@wisconsinrivers.org or 608-257-2424 x111

To register visit: wisconsinrivers.org/events

Hosted by River Alliance of Wisconsin in partnership with:



A Proud Program of the

