



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



June 14, 2019

Ms. Tracy Klesper
Lakeshore CAP
702 State Street
Manitowoc, WI 54220

RE: Waiver of Fees - Group Connections – Union Park – July 10, 2019

Dear Ms. Klesper:

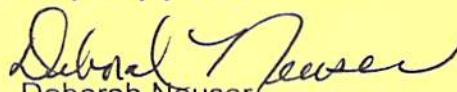
Your special events requests to host Group Connection at Union Park on July 10, 2019, as detailed therein, was acted upon by the Special Events Committee at the meeting of Wednesday, June 5, 2019.

At said meeting the Committee unanimously recommended approval of your requests.

Your certificate of insurance is on file.

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

Very truly yours,


Deborah Neuser
City Clerk

DN:mrk

Enclosure

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: 6/5/2019

EVENT NAME: Group Connection

ORGANIZER: Lakeshore CAP, Inc. - Tracy Klesper

EVENT DATE: 7/10/2019

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of open air shelter & picnic tables for a Group Connection event

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	78
RECREATION	
STREETS	
TOTAL DEPT. COSTS	78

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	50
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	128
WAIVED -GENERAL FUND	
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

DPI EQUIPMENT CHARGES

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total
Barricades						
2'		X	X	\$3.00	=	Flashers
3'		X	X	\$3.00	=	Flashers
8'		X	X	\$4.00	=	
Rail type-long		X	X	\$2.00	=	
Rail type-short.		X	X	\$2.00	=	
Channelizer Drums		X	X	\$3.00	=	
Cones						
18"		X	X	\$1.50	=	
28"		X	X	\$1.50	=	
Safety vests		X	X	No charge	=	No Charge
Snow fence						
Rolls		X	X	\$4.00	=	
Posts		X	X	No Charge	=	No Charge
Post driver/pounder		X	X	No Charge	=	No Charge
Traffic signs		X	X	\$2.00	=	Description
		X	X	\$2.00	=	Description
		X	X	\$2.00	=	Description
Traffic signs (Portable)		X	X	\$3.00	=	Description
		X	X	\$3.00	=	Description
		X	X	\$3.00	=	Description
Other (list items and amounts)						

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X	X	\$5.00	=	
Park benches		X	X	\$7.00	=	
Picnic tables	5	X	1	\$7.00	=	35
Risers, platform		X	X	\$15.00	=	Description
Security stanchions		X	X	\$5.00	=	
Tent, 10'x10'		X	X	\$30.00	=	
Tent, 10'x20'		X	X	\$35.00	=	
Ticket booths, outdoor		X	X	\$15.00	=	
Trash cans		X	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'		X	X	\$240.00	=	
Other (list items and amounts)						

TOTAL RENTAL CHARGES

35 + \$43 for shelter = 78

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Sandy Ronski

From: Tracy Klesper <tracyk@lakeshorecap.org>
Sent: Monday, June 03, 2019 11:23 AM
To: Sandy Ronski; ParksAdmin
Subject: RE: Waiver of fees form - Group Connections event 5-30-19
Attachments: 7-10-2019 Union Park Fee Waiver.pdf

Hello Sandy,

Thank you for accepting my request for the use of Union Park on May 30th and the fee waiver.

We are having another group on Wednesday July 10th and would like to request the use of the Union Park from 9-2.

We would need the bathroom facilities open and 5 additional picnic tables delivered.

I have attached the Waiver of Fees form.

The park is a beautiful place to hold our groups.

In appreciation,

Tracy

Tracy Klesper

Connections Count Supervisor

Certified Infant Massage Instructor

Manitowoc County Community Wide Parent Café Faciliator

office phone: 920-686-8715

work cell: 920-323-9502

fax: 920-686-8700

tracyk@lakeshorecap.org

Lakeshore Community Action Program, Inc.

702 State Street

P.O. Box 2315

Manitowoc, WI 54221-2315



**LAKESHORE
CAP, INC.**

HELPING PEOPLE CHANGING LIVES

Lakeshore Community Action Program, Inc.

920-682-3737

From: Sandy Ronski [mailto:sronski@manitowoc.org]

Sent: Tuesday, April 23, 2019 2:46 PM

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Monday, June 3, 2019 12:46 PM
To: SpecialEvents
Subject: Waiver of Fees Request - Group Connection 7-10-19
Attachments: Group Connection Fee Waiver 07-10-19.pdf

This is a Waiver of Fees request for use of the Union Park open air shelter for less than 50 people, which will be discussed at the next Special Event Committee meeting. This is a recurring request. The weekday pre-tax rental fee for the shelter is \$43 plus \$35 for additional picnic tables (\$78 total).

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