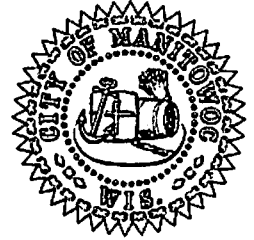




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



December 14, 2020

First Presbyterian Church
Pastor Matt Sauer (via Stacey Groll)
502 N. 8th St.
Manitowoc, WI 54220

RE: *Waiver of Fees – Community Christmas Dinner – December 16, 2020*

Dear Pastor Sauer:

Your request for a waiver of fees for the use of cones and safety vests to establish a traffic pattern for pickup of to-go meals for your Community Christmas Dinner on December 16, 2020 was acted upon by the Special Events Committee at their meeting of December 9, 2020.

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

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

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Special Events Approval Group

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: 12/9/2020

EVENT NAME: WAIVER OF FEES: Community Christmas Dinner

ORGANIZER: First Presbyterian Church - Pastor Matt Sauer (via Stacey Groll)

E-MAIL ADDRESS: sroll@manitowoc.org

EVENT DATE: 12/16/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cones & safety vests to establish a traffic patter for pickup of to-go meals for a Community Christmas Dinner

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Approved via e-mail (see attachments)	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Sandy Ronski

From: Steve Corbeille
Sent: Wednesday, December 9, 2020 12:55 PM
To: Jason Freiboth; Dan Koski; Elizabeth Majerus; Sandy Ronski; SpecialEvents
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20

Good here!



Steven A. Corbeille | Finance Director/Treasurer
City of Manitowoc
900 Quay St., Manitowoc, WI 54220
Phone: 920-686-6961 Cell: 715-938-1133

scorbeille@manitowoc.org
www.manitowoc.org

NOTE: *The City of Manitowoc requires all visitors entering city facilities to wear appropriate face masks. Report immediately to the reception area within each building to obtain a disposable mask if you do not have one prior to entering the building.*

From: Jason Freiboth <jfreiboth@manitowoc.org>
Sent: Wednesday, December 09, 2020 10:12 AM
To: Dan Koski <dkoski@manitowoc.org>; Elizabeth Majerus <emajerus@manitowoc.org>; Sandy Ronski <sronski@manitowoc.org>; SpecialEvents <specialevents@manitowoc.org>
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20

No objections.

Deputy Chief Jason Freiboth

Manitowoc Police Department

910 Jay Street

Manitowoc, WI 54220

Office – (920) 686-6562

Cell Phone – (920) 323-0391

"We are committed to providing excellent police services and an unrelenting pursuit of justice, while maintaining order and securing a safe environment for everyone."

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From: Dan Koski
Sent: Tuesday, December 8, 2020 2:27 PM
To: Elizabeth Majerus; Sandy Ronski; SpecialEvents
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20

I am good with it too.

Dan Koski, PE
Director of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

dkoski@manitowoc.org
www.manitowoc.org

phone: (920) 686-6910
fax: (920) 686-6906



From: Elizabeth Majerus
Sent: Tuesday, December 8, 2020 10:21 AM
To: Sandy Ronski; SpecialEvents
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20



No objection

Elizabeth Majerus
Manitowoc Assistant City Attorney

900 Quay St., Manitowoc, WI 54220
(920) 686-6990 | emajerus@manitowoc.org

From: Sandy Ronski
Sent: Tuesday, December 8, 2020 10:20 AM
To: SpecialEvents
Subject: Waiver of Fees Request - Community Christmas Dinner 12/16/20

New request

Estimated costs for ~~X~~ ¹ day rental ~~\$60~~ ^{\$20} (Per day: \$3.50/cone & \$4/vest)

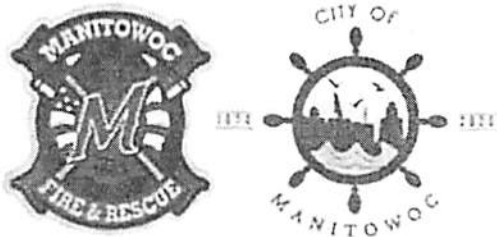
Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

Sandy Ronski

From: Todd Blaser
Sent: Tuesday, December 8, 2020 10:45 AM
To: Sandy Ronski; SpecialEvents
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20

I have no concern with wavier of fees.

*Todd M. Blaser, Chief of Fire Rescue
City of Manitowoc Fire Rescue Department*



From: Sandy Ronski
Sent: Tuesday, December 8, 2020 10:36 AM
To: SpecialEvents
Subject: RE: Waiver of Fees Request - Community Christmas Dinner 12/16/20

My mistake – I thought this was a weekend rental. The estimated costs are \$220.

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

From: Sandy Ronski
Sent: Tuesday, December 8, 2020 10:20 AM
To: SpecialEvents
Subject: Waiver of Fees Request - Community Christmas Dinner 12/16/20

New request

Estimated costs for 3-day rental \$660 (Per day: \$3.50/cone & \$4/vest)

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

RECEIVED
DEC 08 2020
CITY OF MANITOWOC
ENGINEERING

**CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE
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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Community Christmas Dinner

1. Name of club/organization making request First Presbyterian Church
Address 502 N. 8th St. Telephone (920) 682-4688

2. Names of club officers: Name Address Telephone
President Pastor Matt Sauer (above) (above)
Secretary -
Treasurer -

3. Facility requested: N/A
Equipment requested: 40 cones, 20 vests

4. Specific dates and hours facility/equipment will be used: Date(s) 12/16/2020 Hrs. 3-8pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. This is a free community dinner. These items would be used to establish a traffic pattern & keep workers safe

6. Which do you consider your group to be?
A. Community service X 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 X

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

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 _____ Address _____ Telephone _____

Signed [Signature] on behalf of Pastor Matt Date 12/7/2020

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