



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

August 29, 2018



Manitowoc County Habitat for Humanity
Attn: Jean Wakefield
502 N. 8th St.
Manitowoc, WI 54220

RE: *Waiver of Fees – Cardboard City – October 12-13, 2019*

Dear Ms. Wakefield:

Your request for a waiver of fees for the use of barricades to block off a parking lot for your Cardboard City event at First Presbyterian Church on October 12-13, 2019 was acted upon by the Special Event Committee at the meeting on August 28, 2019. At said meeting the Committee unanimously 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: 8/28/2019

EVENT NAME: WAIVER OF FEES: Cardboard City

ORGANIZER: Manitowoc County Habitat for Humanity - Jean Wakefield

EVENT DATE: 10/12 - 10/13/19

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of barricades to block off entrances at First Presbyterian Church

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	135
TOTAL DEPT. COSTS	135

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	75
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	210
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Jim Maj
Jean Wakefield
Todd
TT
tt

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**

AUG 21 2019

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: Cardboard City w/ Habitat, Hope House, The Haven
- Name of club/organization making request Manitowoc County Habitat for Humanity
Address 1209 S. 41st St Telephone 920-683-8466
 - Names of club officers:

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President	<u>David Eis</u>	<u>1209 S. 41st St</u>	<u>920-683-8466</u>
Secretary	<u>Jane Cleveringa</u>	<u>1209 S. 41st St</u>	<u>920-683-8466</u>
Treasurer	<u>Steve Haensgen</u>	<u>1209 S. 41st St</u>	<u>920-683-8466</u>
 - Facility requested: N/A
 - Equipment requested: Barricades to block off entrances to First Presbyterian Church
on 8th and 9th Streets (nine sets) See sketch enclosed.
Specific dates and hours facility/equipment will be used: Date 10/12-10/13 Hrs. Sat. 3:30pm to Sun. 10:00am
 - Please explain your request, as to what fees you desire waived or reduced and reasons. all fees related to rental of barricades, delivery of barricades and pick up after event on 10/14/2019
 - 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 _____
 - Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes No Pledges will be collected
 - If #7 is "yes," explain and list specific charges \$100 = bot, \$175 = tent, \$250 = car (each for four people)
 - What will revenues be used for? Proceeds will be divided among the three non-profits to be used to further their missions
 - 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 _____ Address _____ Telephone _____

Signed [Signature] Date 8/21/2019

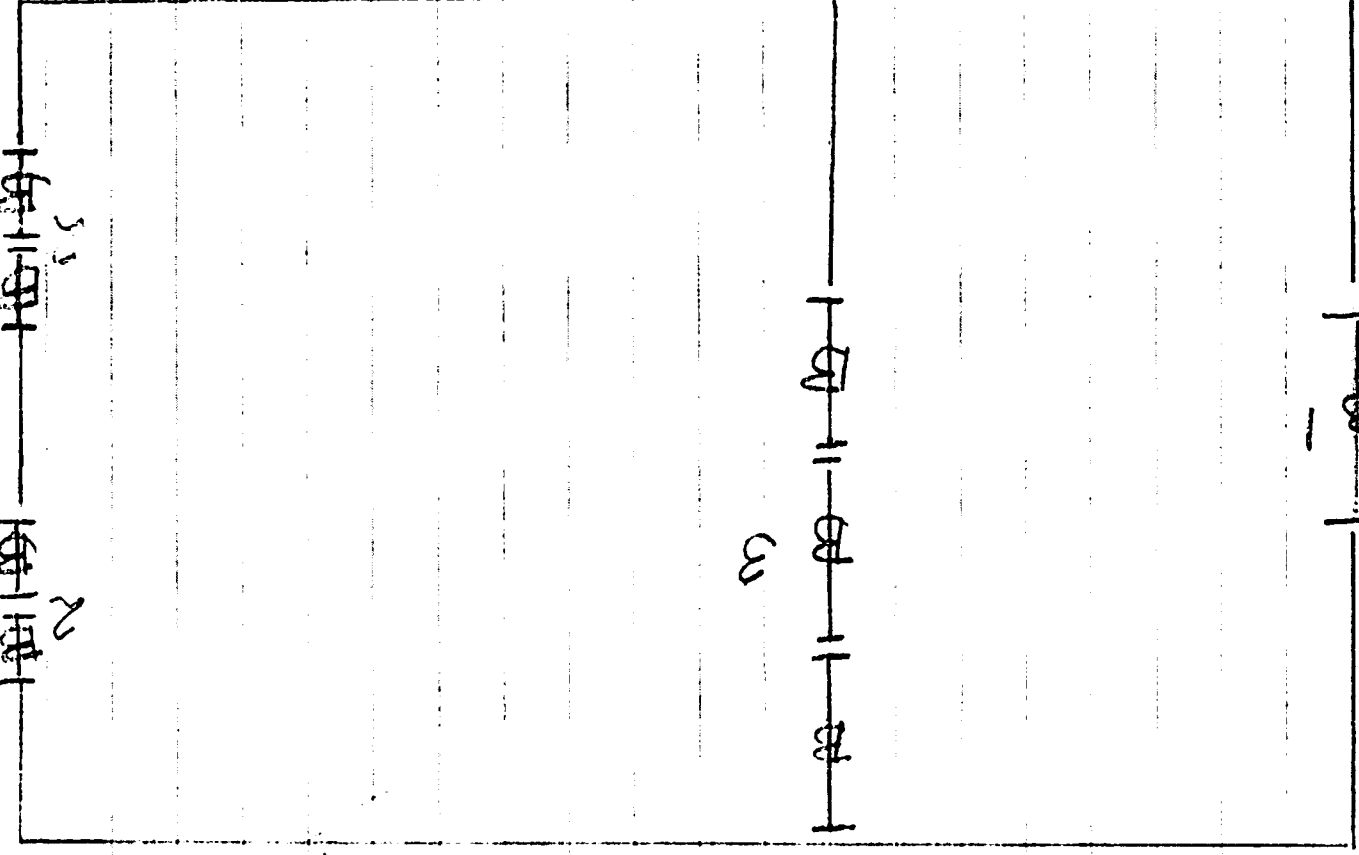
Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, return this form to the City of Manitowoc - Parks Division.

PARKING LOT

502 N. 8TH STREET

FIRST PRESBYTERIAN CHURCH



EVENT DATES

OCTOBER 12 = 13

DELIVERY OF BRONCHIALS FRIDAY OCT 11

B = Barricade

8th STREET

9th STREET

502 N. 8TH STREET
FIRST PRESBYTERIAN CHURCH

11:04 AM

Manitowoc County Habitat for Humanity

Profit & Loss

08/21/19

July 2018 through June 2019

Accrual Basis

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
Contribution Income	
Annual Drive	
Business	1,800.00
Church	242.10
Individual	2,876.00
Total Annual Drive	<u>5,018.10</u>
Unrestricted	
Business	3,208.79
Church	3,380.30
Individual	11,625.38
Total Unrestricted	<u>18,214.47</u>
Total Contribution Income	23,232.57
Fund Raisers	
Can Sale	41.40
Card Board City	2,024.78
Chill Warm Up	974.11
Total Fund Raisers	<u>3,040.29</u>
Grants	
WPS	1,500.00
Total Grants	<u>1,500.00</u>
Homeowner repayment of repairs	92.95
Insurance Refunds	575.00
Interest Inc	
Investments	8.13
Money Market Plus	932.70
Interest Inc - Other	3.39
Total Interest Inc	<u>944.22</u>
Miscellaneous Income	-1,935.67
Mortgage Discount Amortization	32,490.00
Reimbursed Expense	812.59
ReSale Store Income	40,303.51
Total Income	<u>101,055.46</u>
Gross Profit	101,055.46
Expense	
Bank Charges	143.20
Construction	18,931.59
Equipment Rental	2,702.48
HFHI SOSI Fee	5,000.00
HFHI Tithe	2,000.00
Homeowner repair bill	760.00
Insurance	
Homeowner	934.00
Workmans Comp	913.00
Insurance - Other	13,230.50
Total Insurance	<u>15,077.50</u>
Interest Expense	4,028.61
Leadership Development	2,096.39
Licenses, permits, fees	816.10
Marketing	1,064.13
Mileage	1,661.48
Miscellaneous	1,600.00

11:04 AM

08/21/19

Accrual Basis

Manitowoc County Habitat for Humanity

Profit & Loss

July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Office	
Supplies	740.90
Total Office	740.90
Postage	
Box Rental	80.00
stamps/delivery	180.40
Total Postage	270.40
Prof. Construction	11,945.39
Professional Fees	
Accounting	7,069.00
Total Professional Fees	7,069.00
Real Estate Taxes	9,493.99
Resale Expense	4,099.58
Salary	
Executive Director	38,333.40
Site Supervisor	520.00
Social Security/Taxes	2,932.55
Total Salary	41,785.95
store manager	9,998.58
Telephone	2,303.50
Tools/Equipment	95.00
Utilities	7,766.66
Volunteer	3,112.77
Warehouse Rent	4,000.00
Website	151.20
Yard Maintenance	6,224.46
Total Expense	164,938.84
Net Ordinary Income	-63,883.38
Other Income/Expense	
Other Income	
Rental Income	26,094.35
Total Other Income	26,094.35
Net Other Income	26,094.35
Net Income	-37,789.03

11:05 AM

Manitowoc County Habitat for Humanity

Profit & Loss

08/21/19

July 2017 through June 2018

Accrual Basis

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Capital Campaign	40,000.00
Contribution Income	
Annual Drive	
Business	50.00
Church	661.20
Individual	825.00
Total Annual Drive	1,536.20
Unrestricted	
Business	6,401.02
Church	3,318.17
Individual	6,002.60
Total Unrestricted	15,721.79
Contribution Income - Other	50.00
Total Contribution Income	17,307.99
Downpayment	442.48
Fund Raisers	
Can Sale	197.00
Card Board City	2,306.92
Chili Warm Up	1,442.60
Fund Raisers - Other	5.24
Total Fund Raisers	3,951.76
Grants	
US Bank	10,000.00
WPS	1,500.00
Total Grants	11,500.00
In-kind Contributions	78,173.53
Insurance Refunds	569.00
Interest Inc	
Investments	747.28
Money Market Plus	416.13
Interest Inc - Other	-6.25
Total Interest Inc	1,157.16
Miscellaneous Income	1,725.00
Mortgage Discount Amortization	28,349.00
overpayment	55.62
Reimbursed Expense	180.57
ReSale Store Income	21,348.37
Sale of 2618 Wilson Street, TR	52,000.00
Total Income	256,760.48
Cost of Goods Sold	
Cost of Homes Transferred	49,916.91
Resale Inventory COGS	21,000.00
Total COGS	70,916.91
Gross Profit	185,843.57
Expense	
Bank Charges	149.80
Capital Campaign Expense	520.20
Construction	2,302.87
Depreciation	6,081.59
Equipment Rental	1,097.04

11:05 AM

Manitowoc County Habitat for Humanity

Profit & Loss

July 2017 through June 2018

08/21/19

Accrual Basis

	Jul '17 - Jun 18
Fund Raising/Publicity	
Chili Dinner	131.25
Total Fund Raising/Publicity	131.25
HFHI SOSI Fee	5,000.00
HFHI Tithe	2,000.00
Homeowner repair bill	0.00
Inspections	0.00
Insurance	
Homeowner	-4.00
Workmans Comp	913.00
Insurance - Other	12,043.00
Total Insurance	12,952.00
Interest Expense	2,803.98
Leadership Development	1,624.43
Licenses, permits, fees	2,115.00
Marketing	941.00
Miscellaneous	2,496.34
Office	
office use donation	980.00
Supplies	581.82
Total Office	1,541.82
Postage	
Box Rental	88.00
stamps/delivery	198.00
Postage - Other	72.49
Total Postage	358.49
Prof. Construction	1,564.38
Professional Fees	
Accounting	5,311.10
Legal	200.00
Total Professional Fees	5,511.10
Real Estate Taxes	-1,337.05
Resale Expense	2,141.54
Salary	
Executive Director	43,800.00
Site Supervisor	0.00
Social Security/Taxes	3,350.66
Total Salary	47,150.66
Snow Removal	297.50
Telephone	2,335.77
Tools/Equipment	846.26
Utilities	4,899.42
Volunteer	1,810.20
Warehouse Rent	6,000.00
Website	1,759.87
Weed Cutting	1,991.98
Yard Maintenance	1,267.20
Total Expense	118,334.70
Net Ordinary Income	67,508.87

11:05 AM

Manitowoc County Habitat for Humanity

Profit & Loss

08/21/19

July 2017 through June 2018

Accrual Basis

	<u>Jul '17 - Jun 18</u>
Other Income/Expense	
Other Income	
Rental Income	18,741.72
Total Other Income	18,741.72
Other Expense	
Depreciation Exp- Rental	267.96
Total Other Expense	267.96
Net Other Income	18,473.76
Net Income	<u>85,982.63</u>