

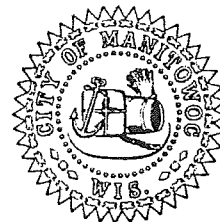


# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

June 14, 2018



Jennell Krizek  
Manitowoc County Fair Board  
PO Box 1011  
4921 Expo Dr.  
Manitowoc, WI 54221-1011

RE: Waiver of Fees – Manitowoc County Fair – Use of

Dear Ms. Krizek:

Your request for a waiver of fees for use of security stanchions and traffic control items for the County Fair on August 21-26, 2018, as well as assistance of officers reimbursed using the same process as previous years was acted upon by the Special Events Committee at the meeting of Monday, June 11, 2018.

At said meeting the Common Council unanimously recommended granting 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](mailto:dneuser@manitowoc.org)



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/11/2018

**EVENT NAME:** Manitowoc County Fair

**ORGANIZER:** Manitowoc County Fair Board - Jennell Krizek

**EVENT DATE:** Aug. 21-26, 2018

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of security stanchions & traffic control items for county fair;  
assistance of officers reimbursed using same process as previous years

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	630
RECREATION	
STREETS	224
<b>TOTAL DEPT. COSTS</b>	<b>854</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	250
<i>(if delivery requested)</i>	
<b>WAIVED -ROOM TAX</b>	<b>1104</b>
NON-WAIV. STAKE PERMIT	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*Ly M...*  
*Scott Krizek*  
*Frank B. Krizek*  
*[Signature]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

**MANITOWOC PARKS DEPARTMENT  
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT**

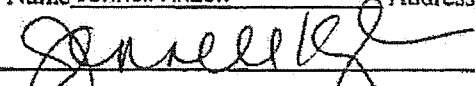
Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Parks & Recreation 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**

1. Name of club/organization making request Manitowoc County Fair  
Address PO Box 1011, 4921 Expo Dr, Manitowoc 54221-1011 Telephone 920-683-4378
  
2. Names of club officers:
 

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President	<u>Jerome Vetting</u>	<u>1439 Lee Circle, Manitowoc</u>	<u>920-682-5083</u>
Secretary	<u>Michelle Bratt</u>	<u>109 S 7th Ave, St. Nazianz</u>	<u>920-418-0684</u>
Treasurer	<u>Kevin Behnke, Finance Chair</u>	<u>8707 Norheim Lane, Newton</u>	<u>920-726-4562</u>
  
3. Facility requested: \_\_\_\_\_  
Equipment requested: Bandwagon and 18 barriers. Barriers to be picked up Friday before Fair.
  
4. Specific dates and hours facility/equipment will be used: Date August 20-27, 2018 Hrs. 7am, Aug 20
  
5. Please explain your request, as to what fees you desire waived or reduced and reasons. The bandwagon will be used for community events including a talent show for youth, rabbit hopping, special olympics awards.
  
6. Which do you consider your group to be? 18 security stanchions, signs for 4-way intersection @ Vista Expo, PD assistance reimbursed the same as previous years  
 A. Community service \_\_\_\_\_ 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 \_\_\_\_\_
  
8. If #7 is "yes," explain and list specific charges Possible sponsor for waiver of fees.
  
9. What will revenues be used for? If there is a fee for the bandwagon, the Manitowoc County Fair board and staff may need to try to raise sponsorship money for the use of the bandwagon.
  
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes  No \_\_\_\_\_  
If "yes," please provide the following information of individual to contact:  
Name Jennell Krizek Address 4921 Expo Dr, Manitowoc Telephone 920-683-4378

Signed  Date January 24, 2018

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

**When completed, this form is to be returned to the Manitowoc Parks Department, 2655 S. 35<sup>th</sup> St., Manitowoc, WI 54220.**

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

## Sandy Ronski

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**From:** Jennell Krizek <JennellKrizek@co.manitowoc.wi.us>  
**Sent:** Thursday, May 24, 2018 10:37 AM  
**To:** Sandy Ronski  
**Subject:** RE: Equipment & labor request for 2018 Manitowoc County Fair

Hi Sandy,

All the information listed in the attached <sup>2017</sup> paperwork is correct.

As of today, I was informed that we will not need the bandwagon. We have changed our layout for this year's fair.

Thank you Sandy!

Jennell Krizek  
Facility Manager  
Manitowoc County Expo  
PO Box 1011  
4921 Expo Dr  
Manitowoc WI 54221-1011  
Office: 920-683-4378  
Fax: 920-683-5058

**Mark Your Calendars for the 2018 Manitowoc County Fair – August 21-26, Your All American Fair!**

**Find us on Facebook – [Manitowoc County Fair-Wisconsin](#)**

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**From:** Sandy Ronski [<mailto:sronski@manitowoc.org>]  
**Sent:** Wednesday, May 23, 2018 3:55 PM  
**To:** Jennell Krizek  
**Subject:** Equipment & labor request for 2018 Manitowoc County Fair

Earlier this year you sent in a Waiver of Fees form for the bandwagon & security stanchions. I would like to include the information for the portable signs, etc. Attached is a form you had sent last year. Will everything on the form be the same for 2018?

Also, I want to make sure that you are aware that we would again be bringing the bandwagon in the morning on Saturday, August 18th as it will be used by the Balloon Glow on Friday night. Parks staff will then complete the setup of the bandwagon on Monday.

If you have any questions, please e-mail me or call the Parks Office at 686-3580 weekdays from 7 AM to 4 PM.

Sincerely,

In addition, the following is requested for the week of the fair:

1. 4-way intersection sign at Vista and Expo.

2. Schedule of Officers:

Tues-Thurs: 2 from 7pm-11:30pm

Fri: 3 from 7pm-12:30am

Sat: 3 from 6pm-12:30am

Sun: 2 from 4pm to end

3. We would also request assistance for traffic issues from 10pm-11pm on Friday and Saturday at the Exit Gate.

4. Fill in any available time slots that Manitowoc Sheriff's has open.

5. Reimbursement process will be the same as in previous years.

6. **Submit Final Invoice by September 15.**

2017