

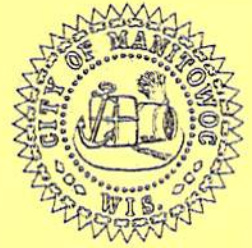


CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 27, 2019



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

RE: Waiver of Fees – Manitowoc County Fair 8/21-8/25/19 – Use of Various Items and Assistance

Dear Ms. Shelton:

Your request for a waiver of fees for use of security stanchions and traffic control items for the County Fair on August 21-25, 2019, 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 26, 2019.

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 6/26/2019

EVENT NAME: WAIVER OF FEES: Manitowoc County Fair

ORGANIZER: Manitowoc County Fair Board - Jenell Shelton

EVENT DATE: 8/21-8/25/19

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of security stanchions & traffic control items for Manitowoc County Fair; assistance of officers reimbursed using same process as previous years; fair begins on Wed. in 2019

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	900
RECREATION	
STREETS	96
TOTAL DEPT. COSTS	996

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	50
<i>(if delivery requested)</i>	
WAIVED -ROOM TAX	1046
WAIVED -GENERAL FUND	
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

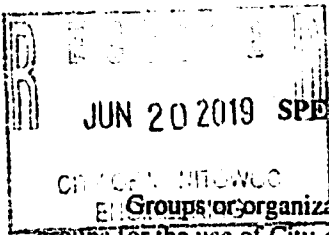
APPROVE

DENY

Todd H.
Jim Schubert
Jim Maj
[Signature]
[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:

Name	Address	Telephone
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 Northeim Lane, Newton</u>	<u>920-726-4562</u>

3. Facility requested: _____

Equipment requested: 18 Barriers to be picked up Friday before Fair. I want to have intervention

4. Specific dates and hours facility/equipment will be used: Date August 19-26, 2019 Hrs. 7am, Aug 19
(Note: @ Vets + Expo, PD assistance reimbursed the same as previous years)

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Barriers to be used for safety purposes for the week of fair.

6. 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 _____

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 Shelton Address 4921 Expo Dr, Manitowoc Telephone 920-683-4378

Signed Jennell Shelton Date June 18 2019

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. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

Handwritten initials/signature: A/K 4/15/19

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:

Wed.

~~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.

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	_____	X	_____	X	\$7.00	=	_____	
Risers, platform	_____	X	_____	X	\$15.00	=	_____	Description _____
Security stanchions	18	X	10	X	\$ 5.00	=	900	
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

900 picked up by organizer

*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 streets only
\$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

STREETS EQUIPMENT CHARGES

Event Name & Location: Manitowoc County Fair

	Emp. #1	#2	#3	Total
Contact Name & Phone: <u>Jenell Shelton 323-9037 or 683-4378</u>	Name:			
Customer Pickup: <u>No</u>	Labor Hours:			0
	\$/Hour:			0.00
Date/Time of Streets Delivery or Customer Pickup: <u>8/21/2019</u>	Equipment #:			
	Equipment Hours:			0
	\$/Hour:			0.00
Total Labor & Equip. Costs:	\$0.00	\$0.00	\$0.00	\$0.00

Date of Pickup by Streets or Return by Customer: <u>8/26/2019</u>	Name:			
	Labor Hours:			0
	\$/Hour:			0.00
	Equipment #:			
	Equipment Hours:			0
	\$/Hour:			0.00
Total Labor & Equip. Costs:	\$0.00	\$0.00	\$0.00	\$0.00

Number of Days: 6
(include the day of return but not the day of pickup/delivery)

ORIGINAL ORDER				AFTER EVENT, RECORD ONLY CHANGES TO ORIGINAL ORDER:			
	# Ordered	Cost/Day	Total	Actual #	Cost/Day	Total	
Barricades							
Flashers							
2'		4.00	\$0.00		4.00	\$0.00	
3'		4.00	\$0.00		4.00	\$0.00	
8'		5.00	\$0.00		5.00	\$0.00	
Rail - long (12')		3.00	\$0.00		3.00	\$0.00	
Rail - short		3.00	\$0.00		3.00	\$0.00	
Channelizer Drums		4.00	\$0.00		4.00	\$0.00	
Cones & Delineators							
18"		2.50	\$0.00		2.50	\$0.00	
28"		2.50	\$0.00		2.50	\$0.00	
Delineators		2.50	\$0.00		2.50	\$0.00	
Safety Vests		3.00	\$0.00		3.00	\$0.00	
Snow Fence							
Rolls		5.00	\$0.00		5.00	\$0.00	
Posts		1.50	\$0.00		1.50	\$0.00	
Pounder		N/C	\$0.00		N/C	\$0.00	
Traffic Signs							
Road Closed		3.00	\$0.00		3.00	\$0.00	
Road Closed Ahead		3.00	\$0.00		3.00	\$0.00	
		3.00	\$0.00		3.00	\$0.00	
		3.00	\$0.00		3.00	\$0.00	
Traffic Signs (Portable)							
Stop	2	4.00	\$48.00		4.00	\$0.00	
Stop Ahead	2	4.00	\$48.00		4.00	\$0.00	
		4.00	\$0.00		4.00	\$0.00	
Other							
			\$0.00		0.00	\$0.00	
			\$0.00		0.00	\$0.00	
TOTAL ORIGINALLY ORDERED			\$96.00	ACTUAL TOTAL			\$0.00

Notes: For a 4-way intersection at Vista & Expo Dr.

After verifying actual equip. used, please return sheet to Sandy.