

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/10/2021

EVENT NAME: WAIVER OF FEES: Manitowoc Unit of Fish & Game Monthly Meetings

ORGANIZER: Manitowoc Unit of Fish & Game - Dean Halverson

E-MAIL ADDRESS: dean@leede.com

EVENT DATE: 2020 - 2021

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of cabin 1 for monthly meetings (Jan. & Feb. 2020, Mar., May & Sept. 2021)

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Via Zoom: Karl Koch/sr Jason Freiboth/sr Dan Koski/sr Shawn Alfred/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**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: Manitowoc Unit of Fish & Game Monthly Meetings

*Email
Dean@
leede.com*

1. Name of club/organization making request _____
Address 40 1332 S 26th Str Telephone 920-901-2064

2. Names of club officers: Name Address Telephone
President Dean Chibutek
Secretary Dean Halverson 3315 Firway Dr Cato 54230
Treasurer _____

3. Facility requested: Lincoln Park, Cabin #1
Equipment requested: _____

*Also used
Cabin
Jan. 2020
Feb. 2020
Mar. 2021*

4. Specific dates and hours facility/equipment will be used: Date(s) 1st Thurs Hrs. Open - 9pm
2021 - May & Sept Only
5. Please explain your request, as to what fees you desire waived or reduced and reasons.
80+ yr history at location

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 Donations made for lunch & refreshments

8. If #7 is "yes," explain and list specific charges _____

9. What will revenues be used for? Any donations cover costs and
community projects

10. 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 Dean Halverson Address _____ Telephone _____

Signed Dean Halverson - Sec/Treasur Date 3/6/21

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 - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

Amanda Baryenbruch

From: Sandy Ronski
Sent: Monday, March 8, 2021 12:19 PM
To: SpecialEvents
Subject: Waiver of Fees Request - Manitowoc Fish & Game Meetings 2021
Attachments: Manitowoc Fish and Game Meetings 2021.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Attached is the waiver of fees request for the use of cabin 1. In 2019 and earlier, the group normally met 9 times and paid a reduced rate of \$300 (versus \$1485) for the year to use the cabin in the evenings. A similar request for 2020 was made & approved, but the group only met twice in 2020 and has not paid anything towards that yet. This year, they met in March and are now requesting to meet two more times this year. I had asked Mr. Halverson to indicate what they are willing to pay, but he did not indicate an amount on the form and just stated, "Let me know what we owe for those items."

Since their application states that they use revenues for community projects, I'll throw an idea out there that we waive the fees for 2020/2021 if they are willing to donate at least one tree with a 2" diameter or more to be placed in a city park, since we have recently removed dozens of ash trees due to EAB.

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