



# CITY OF MANITOWOC

WISCONSIN, USA

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



March 30, 2020

Mr. David Soukup  
1007 N. 15<sup>th</sup> St.  
Manitowoc, WI 54220

RE: *Amvets Post 99 - Waiver of Fee Request – Use of Bandwagon*

Dear Mr. Soukup:

Your request for a waiver of rental fees for use of the Wenger Bandwagon on May 25, 2020, for Memorial Day festivities, was acted upon by the Special Events Committee at the meeting of Wednesday, March 18, 2020.

At said meeting, the Committee unanimously recommended granting your request.

Please contact the Parks office at 686-3580 to make arrangements for delivery and pick up of the bandwagon.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

If you have any questions, please contact me at 920-686-6950.

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](mailto:dneuser@manitowoc.org)

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 3/18/2020

**EVENT NAME:** AmVets Memorial Day Picnic

**ORGANIZER:** AmVets Post 99 - David Soukup

**E-MAIL ADDRESS:** (none)

**EVENT DATE:** 5/25/2020

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of portable bandwagon for Memorial Day Picnic

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Approved via e-mails	

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

**Sandy Ronski**

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**From:** Elizabeth Majerus  
**Sent:** Tuesday, March 17, 2020 1:53 PM  
**To:** Sandy Ronski; SpecialEvents  
**Subject:** RE: Waiver of Fees - Amvets Memorial Day Picnic 05-25-20

Approved.

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**From:** Sandy Ronski  
**Sent:** Friday, March 13, 2020 1:02 PM  
**To:** SpecialEvents  
**Subject:** Waiver of Fees - Amvets Memorial Day Picnic 05-25-20

This Waiver of Fees request for use of the bandwagon will be discussed at the next Special Event Committee meeting. This is a recurring request. The fees total \$1,055. Most years, the group gives the Parks Division a check for \$100 for the use of the bandwagon after the event is over.

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

## **Sandy Ronski**

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**From:** Dan Koski  
**Sent:** Wednesday, March 18, 2020 2:56 PM  
**To:** Sandy Ronski; Jason Freiboth; Steve Corbeille; Todd Blaser  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** RE: Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

approve

### ***Dan Koski, PE***

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

[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)

Phone: (920) 686-6910

Fax: (920) 686-6906

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

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**From:** Sandy Ronski  
**Sent:** Wednesday, March 18, 2020 2:53 PM  
**To:** Dan Koski; Jason Freiboth; Steve Corbeille; Todd Blaser  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

Since the Special Event Committee did not meet today, please e-mail me & let me know whether or not you approve for each request (Amvets Picnic & Decades Dual Kickball Game). Liz has already given her approval for both.

Also, if you have any costs for or comments/concerns about the St. Patrick's Day Celebration, please send them to me. (I already have the costs for the Streets Division.) Any issues/concerns will be discussed at a later date.

Thank you,

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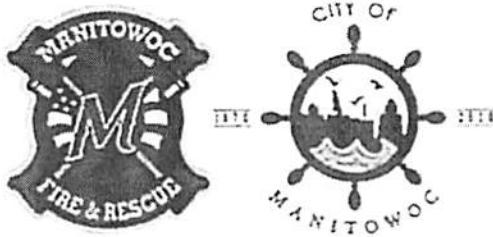
## Sandy Ronski

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**From:** Todd Blaser  
**Sent:** Wednesday, March 18, 2020 4:09 PM  
**To:** Steve Corbeille; Jason Freiboth; Sandy Ronski; Dan Koski  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** RE: Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

I approve as well!

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



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**From:** Steve Corbeille  
**Sent:** Wednesday, March 18, 2020 3:38 PM  
**To:** Jason Freiboth; Sandy Ronski; Dan Koski; Todd Blaser  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** RE: Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

I also approve both events



**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](mailto:scorbeille@manitowoc.org)  
[www.manitowoc.org](http://www.manitowoc.org)

**From:** Jason Freiboth <[jfreiboth@manitowoc.org](mailto:jfreiboth@manitowoc.org)>  
**Sent:** Wednesday, March 18, 2020 3:04 PM  
**To:** Sandy Ronski <[sronski@manitowoc.org](mailto:sronski@manitowoc.org)>; Dan Koski <[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)>; Steve Corbeille <[scorbeille@manitowoc.org](mailto:scorbeille@manitowoc.org)>; Todd Blaser <[tblaser@manitowoc.org](mailto:tblaser@manitowoc.org)>  
**Cc:** Karen Dorow <[kdorow@manitowoc.org](mailto:kdorow@manitowoc.org)>; Sue Reilly <[sreilly@manitowoc.org](mailto:sreilly@manitowoc.org)>  
**Subject:** RE: Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

I approve both events.

*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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**To:** Dan Koski; Jason Freiboth; Steve Corbelle; Todd Blaser  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** Approval for Waiver of Fees Requests - Amvets Picnic & Decades Dual Kickball Game

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Thank you,

**Sandy Ronski**  
Operations Clerk II  
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Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax

MAR 13 2020

**CITY OF MANITOWOC - PARKS DIVISION**  
**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 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: MEMORIAL DAY PICNIC
1. Name of club/organization making request Amvets Post 99  
Address 4310 CONROE ST Telephone 684-6577
2. Names of club officers: Name Address Telephone  
President DENNIS SCHERER 3415 S 15 ST mtwc 682-8330  
Secretary JOHN GARCIA  
Treasurer DOUG REISTERER 4334 COUNTRY LN mtwc 242-3325
3. Facility requested: \_\_\_\_\_  
Equipment requested: WENGER BANDWAGONS
4. Specific dates and hours facility/equipment will be used: Date MEMORIAL DAY MAY 25, 2020 Hrs. 11:AM-6:PM
5. Please explain your request, as to what fees you desire waived or reduced and reasons. MAY 22-26  
SET UP AND TAKE DOWN FEES AS IN THE PAST
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 VETERANS ORGANIZATION
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 FOOD AND BEVERAGES
9. What will revenues be used for? COMMUNITY SERVICE PROJECTS AND FOR VETERANS CHARITIES
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 \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_
- Signed Dieo E. Lomberg (HONOR GUARD CHAIR.) Date 13 MAR 20

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

MAR 13 2020

**PUBLIC USE OF WENGER BANDWAGON FORM**  
**City Of Manitowoc - Parks Division**  
**900 Quay Street, WI 54220 • 920-686-3580**

Basic pre-tax charges for the use of the bandwagon shall be \$115.00 for one day and \$50.00 for each additional day. Fees are due at the time of application. In addition to these charges, any user of the bandwagon shall also be billed for and required to pay all labor and equipment costs incurred by the Parks Division to facilitate the rental of the band wagon (generally \$500 for weekday setup/takedown). Should any damages occur to the band wagon during its use, any such damages shall be chargeable to the user above and beyond the charges provided for above.

Any organization using said bandwagon shall carry insurance in the amount of \$100,000.00 liability for injuries to any one person and not less than \$300,000.00 liability for injuries from any one accident, and in the sum of not less than \$50,000.00 on account of any accident resulting in the destruction of or injury to property, all with the condition that the parties will indemnify and hold harmless the City of Manitowoc in any action resulting from the use thereof. The aforementioned insurance is to be approved by the City Attorney.

All requests for the use of the bandwagon shall be made to the Manager of the Parks Division at least seven days prior to the use of same, who will refer same to the Public Infrastructure Committee. Such request may be granted by the Public Infrastructure Committee when said request does not interfere with the scheduled use of the bandwagon or work program of the park crews.

The bandwagon shall not be removed from the City limits without the approval of the Public Infrastructure Committee.

Resolution dated May 20, 1974, amended May 19, 1980

The following Amunts PCST 99 requests the use of the above bandwagon for  
(individual or group)  
the date(s) MEMORIAL DAY 25 MAY 20 for MEMORIAL DAY PICNIC  
(event name or purpose)

I have read the above conditions, understand and agree to them.

Date: 13 MAR 20

Signature: David E. Soukup

Printed name: DAVID E. SOUKUP

Address: 1007 N 15 ST MTWC

Phone: 973-2325

.....  
\_\_\_\_\_ Approved

\_\_\_\_\_ Parks Manager or Designee

\_\_\_\_\_ Denied

Date: \_\_\_\_\_

1055 Amount Due (Delivery rate - rental rate plus extra hours, if applicable)