



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



August 29, 2019

Manitowoc County Drug Court Program
Jason Latva
926 S. 8th Street
Manitowoc, WI 54220

RE: *Waiver of Fees – Use of Lincoln Park Fieldhouse – September 21, 2019*

Dear Mr. Latva:

The above request was acted upon by the Special Event Committee at the meeting on August 28, 2019, at which time the committee 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: Mtwc. County Drug Court Program Appreciation Picnic

ORGANIZER: Manitowoc County Drug Court Program

EVENT DATE: 9/21/2019

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for an appreciation cookout; Drug Court is funded solely by a state grant

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	182
RECREATION	
STREETS	
TOTAL DEPT. COSTS	182

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES <i>(if delivery requested)</i>	
WAIVED -ROOM TAX	182
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

CGM
Jim Zubeck
Todd H
[Signature]
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

AUG 21 2019

**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: Manitowoc County Drug Court Program Appreciation Picnic

- 1. Name of club/organization making request: Manitowoc County Drug Court Program
Address: 926 S 8th St, Manitowoc, WI 54220 Telephone: 920-683-4986
- 2. Names of club officers: Name Address Telephone
President Jason Latva 926 S 8th St, Manitowoc WI 54220 920-683-4986
Secretary _____
Treasurer _____

- 3. Facility requested: Lincoln Field House
Equipment requested: Tables/Chairs

- 4. Specific dates and hours facility/equipment will be used: Date 09/21/2019 Hrs. 9am-5pm
Event is scheduled from 11am-3pm

- 5. Please explain your request, as to what fees you desire waived or reduced and reasons. Requesting to waive field house rental and security deposit fees in order to cut the costs of the appreciation event. Drug Court is a grant funded program and we are trying to put on an event to thank the people for their support.

- 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 Grant funded Drug Court Program

- 7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
Yes _____ No X

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

- 9. What will revenues be used for? The money saved on the rental and security deposit fees will be used towards food and drinks for the event.

- 10. Do you wish to meet personally with the Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:

Name _____ Address _____ Telephone _____

Signed Jason Latva Date 8/20/19

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.

Handwritten initials and numbers in the bottom right corner.

Sandy Ronski

From: Jeremy Kronforst
Sent: Wednesday, August 21, 2019 10:45 AM
To: Sandy Ronski
Subject: Drug Court Waiver Request form
Attachments: Drug Court request for fee waiver.pdf

Hi Sandy,

I have attached a request for fee waiver from the Manitowoc County Drug court for the rental of the Lincoln Park Field house on September 21st for the annual Manitowoc County Drug Court Program Appreciation Cookout. Since the Drug Court is currently only funded by a state grant, any money they can save would be appreciated. Let me know if there is anything else we need to submit.

Thanks,

Capt. Jeremy Kronforst
Shift Commander
2nd Shift 2:30pm to 10:45pm
Explorer Post 9051 Post Advisor
Manitowoc Police Department
910 Jay Street
Manitowoc, WI 54220
jkronforst@manitowoc.org
Phone: (920) 686-6551
Fax: (920) 686-6591

"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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-----Original Message-----

From: Jeremy Kronforst [<mailto:jkronforst@manitowoc.org>]
Sent: Wednesday, August 21, 2019 9:46 AM
To: Jeremy Kronforst <jkronforst@manitowoc.org>
Subject: Message from "PDCopier"

This E-mail was sent from "PDCopier" (MP C4503).

Scan Date: 08.21.2019 10:46:18 (-0400)