



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



January 25, 2017

Jennell Krizek
Manitowoc County Expo Facility Manager
PO Box 1011
Manitowoc, WI 54221-1011

RE: Wenger Bandwagon Rental

Dear Jennell:

Your request for waiver of fees for rental of the Wenger Bandwagon and security barricades from Parks, as well as traffic control items/setup from Streets and assistance from PD, for the Manitowoc County Fair from August 22nd to August 27th, 2017 was acted on by the Special Events Committee at their meeting of January 23, 2017.

At said meeting the Committee granted your request.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/23/2017

EVENT NAME: Manitowoc County Fair

ORGANIZER: Manitowoc County Fair Board - Jenell Krizek

EVENT DATE: Aug. 22-27, 2017

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of bandwagon & security barricades; 4-way intersection sign at Vista & Expo; assistance from PD

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	2310
RECREATION	
STREETS	84
TOTAL	2394

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	350
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	350
 GRAND TOTAL	 2744

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures and initials under APPROVE]
 EST - KITCHMAN
 Todd [Signature]
 [Signature]



COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Deborah Neuser

From: Sandy Ronski
Sent: Friday, January 20, 2017 1:42 PM
To: SpecialEvents
Subject: Waiver of Fees Request - Manitowoc County Fair 08-22-17 to 08-27-17
Attachments: Waiver of Fees - Manitowoc County Fair 08-22-17 to 08-27-17.pdf

This is a Waiver of Fees request for use of the bandwagon & security barricades from Parks, as well as traffic control items/setup from Streets and assistance from PD. This recurring request will be discussed at the next Special Event Committee meeting. The different requests have been combined into one this year as opposed to them requesting items at different times.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

**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 Jerome Vetting 1439 Lee Circle, Manitowoc 920-682-5083
Secretary Michelle Hackmann 4117 Clover Road, Manitowoc 920-323-1607
Treasurer Kevin Behnke, Finance Chair 8707 Northelm Lane, Newton 920-726-4562

3. Facility requested: _____
Equipment requested: Bandwagon and 18 security barricades (Also, see the attached sheet.)

4. Specific dates and hours facility/equipment will be used: Date August 21-28, 2017 Hrs. 7am, Aug 21

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?
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 Krzak Address 4921 Expo Dr, Manitowoc Telephone 920-683-4378

Signed Jennell Krzak Date November 15, 2016

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 _____

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.

PUBLIC USE OF WENGER BANDWAGON FORM
City Of Manitowoc - Parks Department
2655 S 35th Street, Manitowoc, 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 Department 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 Department at least seven days prior to the use of same, who will refer same to the Parks & Recreation Committee. Such request may be granted by the Parks & Recreation 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 Parks & Recreation Committee.

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

The following Manitowoc County Fair requests the use of the above bandwagon for
(individual or group)
the date(s) August 21-28, 2017 for Manitowoc County Fair
(event name or purpose)

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

Date: November 15, 2016

Signature: 
Printed name: Jennell Krizek

Address: PO Box 1011, 4921 Expo Dr., Manitowoc WI 54221-1011

Phone: 920-683-4378

.....
_____ Approved _____ Parks Manager or Designee

_____ Denied _____ Date: _____

_____ Amount Due (Delivery rate + rental rate plus extra hours, if applicable)

Unaudited

Expo - Activities 54600

	2010	2011	2012	2013	2014	2015 Bud	2016 Budget
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40000 Activity Total Revenue								
46000 Public Charges for Service								
46700 Culture, Rec. & Education		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46725	Event Revenue							
46725 .01	Flea Market/Car Swap	\$ 5,216	\$ 3,989	\$ 5,787	\$ 6,335	\$ 5,755	\$ 6,700	\$ 5,700
46725 .15	Horse-A-Rama	\$ 11,781	\$ 11,445	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
46725 .25	Racing	\$ 15,500	\$ 15,500	\$ 18,900	\$ 17,000	\$ 18,500	\$ 18,000	\$ 17,000
46725 .80	Winterfest	\$ 3,076	\$ 2,840	\$ 1,859	\$ -	\$ 1,619	\$ -	\$ -
46730	Building/Grounds/Equip Rent							
46730 .01	Building & Grounds Rentals	\$ 35,329	\$ 62,840	\$ 35,713	\$ 39,450	\$ 33,541	\$ 45,000	\$ 40,000
46730 .02	Equipment Rentals	\$ 735	\$ 368	\$ 540	\$ 266	\$ 685	\$ 750	\$ 550
46730 .05	Storage Rentals	\$ 7,572	\$ 8,563	\$ 10,530	\$ 12,091	\$ 12,525	\$ 10,000	\$ 12,000
46730 .15	Camping Rentals	\$ 4,052	\$ 5,775	\$ 3,676	\$ 6,294	\$ 5,505	\$ 5,200	\$ 5,200
46730 .30	Clean Up Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46730 .32	Dumpster Fees	\$ 203	\$ 330	\$ 270	\$ 438	\$ 180	\$ 250	\$ 200
46730 .34	Utility Fees	\$ 234	\$ 243	\$ 243	\$ 324	\$ 324	\$ 175	\$ 175
46735	Concession Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		83,698	111,813	82,719	87,195	83,634	90,075	85,825

48000 Other								
48100	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48500	Donations/Contributions	\$ -	\$ 78	\$ 600	\$ -	\$ -	\$ -	\$ -
48920	Insurance Riders/Surcharge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48999	Other	\$ 71	\$ -	\$ 184	\$ 315	\$ -	\$ -	\$ -
		71	78	784	315	-	-	-

50000 Activity Total Expenses								
51000 Personal Services								
51100	Salaries Non-Represented	\$ -	\$ -	\$ 28,332	\$ 21,218	\$ 38,610	\$ 48,479	\$ 48,679
51200	Wages Represented	\$ -	\$ -	\$ 12,884	\$ 7,296	\$ -	\$ -	\$ -
51250	Overtime	\$ -	\$ -	\$ 1,269	\$ 969	\$ 724	\$ 1,568	\$ 1,570
51300	Meeting Compensation	\$ 2,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51450	Extra Hire Wages	\$ -	\$ 1,840	\$ 16,689	\$ 12,140	\$ 12,359	\$ 10,596	\$ 7,368
51490	Accrued Vacation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51551	FICA (Social Security)	\$ 229	\$ 148	\$ 4,451	\$ 3,202	\$ 3,900	\$ 4,639	\$ 4,484
51552	WI Retirement	\$ -	\$ -	\$ 2,360	\$ 2,369	\$ 2,715	\$ 3,403	\$ 3,382
51554	Health Insurance	\$ -	\$ -	\$ 3,732	\$ 2,474	\$ 2,434	\$ 7,194	\$ 5,302
51555	Life Insurance	\$ -	\$ -	\$ 33	\$ 83	\$ 85	\$ 110	\$ 120
51556	Dental Insurance	\$ -	\$ -	\$ -	\$ 235	\$ 359	\$ 388	\$ 545
51557	Long Term Disability	\$ -	\$ -	\$ 104	\$ 72	\$ 97	\$ 140	\$ 158
51600	Workers Compensation	\$ 9	\$ 74	\$ 1,151	\$ 908	\$ 1,001	\$ 1,183	\$ 1,145
51652	Unemployment Compensation	\$ 2,004	\$ 1,308	\$ -	\$ 4,593	\$ 705	\$ -	\$ -
		5,148	3,471	68,985	55,541	62,989	77,988	73,751

52000 Contracted Services								
52100	Accounting/Auditing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52105	Data Processing-Internal	\$ 1,052	\$ 1,078	\$ 1,070	\$ 1,086	\$ 995	\$ 1,022	\$ 965
52221	Water & Sewer	\$ 7,553	\$ 3,715	\$ 4,193	\$ 3,683	\$ 3,440	\$ 4,000	\$ 4,120
52222	Electric	\$ 20,427	\$ 25,184	\$ 18,895	\$ 18,866	\$ 18,904	\$ 22,750	\$ 22,750
52223	Gas	\$ 11,971	\$ 10,768	\$ 8,518	\$ 10,848	\$ 18,203	\$ 13,000	\$ 13,000
52225	Telephone Srv/Use Chgs	\$ 1,392	\$ 1,612	\$ 1,634	\$ 1,827	\$ 2,042	\$ 1,950	\$ 2,160
52420	Plumbing	\$ -	\$ -	\$ -	\$ -	\$ 368	\$ 750	\$ 500
52422	H.V.A.C.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52530	Waste Disposal Services	\$ 2,792	\$ 2,807	\$ -	\$ 250	\$ 541	\$ 500	\$ 750
52720	Contract Workers	\$ 77,131	\$ 72,605	\$ -	\$ -	\$ 191	\$ 1,000	\$ 1,100
52725	Direct Contract Event Exp							
52725 .01	Flea Market/Car Swap	\$ 502	\$ 684	\$ 287	\$ 884	\$ 1,159	\$ 1,000	\$ 1,200
52725 .15	Horse-A-Rama	\$ 6,097	\$ 8,242	\$ 450	\$ 125	\$ 358	\$ 500	\$ 500
52725 .25	Racing	\$ 1,221	\$ -	\$ 629	\$ 1,815	\$ 1,834	\$ 1,500	\$ 2,500
52725 .80	Winterfest	\$ 1,823	\$ 2,378	\$ 542	\$ 435	\$ 5,100	\$ -	\$ -
52730	Direct Rental Expenses							