



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

October 26, 2017



MPSD – LHS Admin Team
1433 S. 8th Street
Manitowoc, WI 54221

RE: Manitowoc Lincoln Parent/Teacher Conferences – WAIVER OF FEES: Delivery and use of portable charcoal grill at JFK – October 12, 2017

Dear Event Organizer:

The above request was acted upon by the Special Events Committee at the meeting of October 23, 2017, 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

DAN:mrk

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

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: 10/23/2017

EVENT NAME: WAIVER OF FEES: Parent/Teacher Conferences

ORGANIZER: Lincoln High School - Dave Steavpack

EVENT DATE: 10/12/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Delivery & use of portable charcoal grill to grill food for staff during parent/teacher conferences

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	50
RECREATION	
STREETS	
TOTAL	50

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	25
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	25
 GRAND TOTAL	 75

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

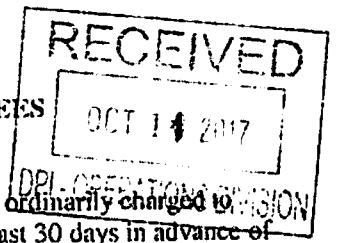
[Handwritten signatures and initials under APPROVE]
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COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**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 LINCOLN PARENT/TEACHER CONFERENCE

1. Name of club/organization making request MPSD - LHS Admin Team
Address 1433 S. 8th Street Telephone 920 686-663-9606

2. Names of club officers: Name Address Telephone
President Lee Thennes 663-9600
PRINCIPAL Secretary Dave Steavpack same
A.D. Treasurer

3. Facility requested: _____

Equipment requested: Charcoal grill

4. Specific dates and hours facility/equipment will be used: Date Thurs, 12 Hrs. 3 hours

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We would like to have the grill delivered and fees waive to grill food for our teacher staff

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 MPSD

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 _____

9. What will revenues be used for? _____

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 D. Steavpack Date 10/10/17

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

Sandy Ronski

From: Steavpack, David <steavpackd@mpsd.k12.wi.us>
Sent: Tuesday, October 10, 2017 4:28 PM
To: Sandy Ronski
Cc: Chad Scheinoha; Karen Dorow; Sue Reilly; Denise Larson; Thennes, Lee
Subject: RE: Grill Use/Rental?
Attachments: Waiver Form.pdf

Hi Sandy,

I have attached the Fee Waiver Form. I am sorry I did not send that to you last week, Friday, after the request was made to you.

LHS Admin Team would like to have the grill delivered to the BACK OF JFK for Thursday, Oct. 12, by noon-1pm.

If you have other questions, please do not hesitate to contact me.

Sincerely,
Dave

Mr. Dave Steavpack
Director of Athletics & Activities
Manitowoc Public Schools
Manitowoc Lincoln High School
1433 S. 8th Street
Manitowoc, WI 54220
(920) 663-9607
steavpackd@mpsd.k12.wi.us
WIAA Board of Control Member

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

From: Sandy Ronski [<mailto:sronski@manitowoc.org>]
Sent: Friday, October 6, 2017 1:33 PM
To: Steavpack, David <steavpackd@mpsd.k12.wi.us>
Cc: Chad Scheinoha <cscheinoha@manitowoc.org>; Karen Dorow <kdorow@manitowoc.org>; Sue Reilly <sreilly@manitowoc.org>; Denise Larson <dlarson@manitowoc.org>
Subject: FW: Grill Use/Rental?

The cost to rent a portable grill is \$50 and delivery is \$25. If you would like to request a Waiver of Fees, I have attached a form. Is someone able to pick it up at the Parks Shop at 1105 Fleetwood Drive? If not, please let me know the location of where you would like it delivered at the site and what time it needs to be there. When the form is complete, please return it to me at the Parks Office.

Thank you,

Sandy Ronski
Operations Clerk II