

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/18/2017

EVENT NAME: One in Community, One in Communion Unity Mass

ORGANIZER: St. Francis of Assisi - Mark Knipp

EVENT DATE: Sept. 23-24, 2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Delivery & use of 300-400 chairs for unity mass at the Manitowoc County Ice Center

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	350
RECREATION	
STREETS	
TOTAL	350

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	125
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	125
 GRAND TOTAL	 475

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures and initials under the APPROVE column]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Thursday, September 14, 2017 11:19 AM
To: SpecialEvents
Subject: FW: Request for Chairs - St Francis of Assisi Unity Mass 09-23-17 to 09-24-17

This request will be discussed at the next Special Event Committee meeting.

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

From: Chad Scheinoha
Sent: Monday, September 11, 2017 12:22 PM
To: Sandy Ronski
Cc: Sue Reilly; Karen Dorow
Subject: FW: Request for Chairs

Sandy,

Can you please make out a delivery slip for this event at the Ice Center. The contact is Mark Knipp @ 629-8521.

I hope all our chairs are available now that I offered them up. 😊

Chad J. Scheinoha
City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)
Mobile (920)374-0402
Office (920)686-6512
www.manitowoc.org

From: Mark Knipp [<mailto:Mark.Knipp@sfamanitowoc.com>]
Sent: Monday, September 11, 2017 11:38 AM
To: Chad Scheinoha; 'Jennell Krizek'; Justin Nickels; Sue Reilly; Sandy Ronski; Dan Koski
Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

Yes, that sounds great. We are planning on cleaning up on Sunday after Mass so they should be ready to go on Monday.

Thank you so much.

Mark

From: Chad Scheinoha [<mailto:cscheinoha@manitowoc.org>]
Sent: Monday, September 11, 2017 11:28 AM
To: Mark Knipp; 'Jennell Krizek'; Justin Nickels; Sue Reilly; Sandy Ronski; Dan Koski
Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

I will have the them delivered on September 22nd shortly after 9am. Then plan to pick them up on Monday? Please confirm.

There will be 300 minimum.

Chad J. Scheinoha
City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)
Mobile (920)374-0402
Office (920)686-6512
www.manitowoc.org

From: Mark Knipp [<mailto:Mark.Knipp@sfamanitowoc.com>]
Sent: Monday, September 11, 2017 11:23 AM
To: Chad Scheinoha; 'Jennell Krizek'; Justin Nickels; Sue Reilly; Sandy Ronski; Dan Koski
Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

Chad –

Thank you so much for the use of those chairs. Could we get them delivered to the Ice Center? We would be setting up on Friday. Thanks so much.

Mark Knipp
Director of Worship | St. Francis of Assisi Parish

From: Chad Scheinoha [<mailto:cscheinoha@manitowoc.org>]
Sent: Friday, September 08, 2017 4:51 PM
To: 'Jennell Krizek'; Mark Knipp; Justin Nickels; Sue Reilly; Sandy Ronski; Dan Koski
Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

I could supply at least 300 chairs. Maybe 400 maximum if I pull from parks buildings. I would need confirmation and dates and if they will be picked up or need to be delivered.

Chad J. Scheinoha
City of Manitowoc, Dept. of Public Infrastructure
(Park, Cemetery, Lift Bridge and Electrical Operations)
Mobile (920)374-0402
Office (920)686-6512
www.manitowoc.org

From: Jennell Krizek [<mailto:JennellKrizek@co.manitowoc.wi.us>]
Sent: Wednesday, September 06, 2017 8:57 AM
To: Mark Knipp; Justin Nickels; Sue Reilly; Sandy Ronski; Chad Scheinoha; Dan Koski

Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

Thank you Mark for the update.

We will push in the permanent bleachers for your upcoming event.

Jennell Krizek
Facility Manager
Manitowoc County Expo
PO Box 1011
4921 Expo Dr
Manitowoc WI 54221-1011
Office: 920-683-4378
Fax: 920-683-5058

Mark Your Calendars for the 2017 Manitowoc County Fair – August 22-27 - Barnyard Mardi Gras!

Find us on Facebook – Manitowoc County Fair-Wisconsin

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From: Mark Knipp [<mailto:Mark.Knipp@sfamanitowoc.com>]
Sent: Wednesday, September 06, 2017 8:48 AM
To: Jennell Krizek; Justin Nickels; Sue Reilly; Sandy Ronski; Chad Scheinoha; Dan Koski
Cc: Dave Pleier; Gerry Neuser
Subject: RE: Request for Chairs

Hi Jenell –

Just a heads up....we will not be using the permanent bleachers. We wish to set up folding chairs on the main floor only. The bleachers are difficult for many of our elderly to climb. The only bleachers we will be using is the one structure we discussed previously. So...if the Ice Center has about 600 chairs, we would need an additional 1400 chairs from somewhere. Just to clear that up.

Jenell, I will call you with regards to the other request you called me about yesterday.

Mark

From: Jennell Krizek [<mailto:JennellKrizek@co.manitowoc.wi.us>]
Sent: Wednesday, September 06, 2017 8:43 AM
To: Justin Nickels; Sue Reilly; Sandy Ronski; Chad Scheinoha; Dan Koski
Cc: Dave Pleier; Gerry Neuser; Mark Knipp
Subject: RE: Request for Chairs

Justin,

As part of the St. Francis of Assisi Weekend Mass rental, they will be using the 600 chairs that we have available, plus the permanent bleachers that hold approximately 500, and renting the large set of portable bleachers that holds approx. 100.

Thank you.

Jennell Krizek
Facility Manager
Manitowoc County Expo
PO Box 1011
4921 Expo Dr
Manitowoc WI 54221-1011
Office: 920-683-4378
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From: Justin Nickels [mailto:jnickels@manitowoc.org]
Sent: Wednesday, September 06, 2017 8:31 AM
To: Sue Reilly; Sandy Ronski; Chad Scheinoha; Dan Koski; Jennell Krizek
Cc: 'dave.pleier@sfamanitowoc.com'
Subject: Request for Chairs

Whoever can answer/help,

Father Pleier contacted me requesting upwards of 2,000 chairs for a joint service they are having on September 23-24 at the County Expo/Ice Center.

How can we make this possible?

Thanks!

- Justin



Assistant: Stacey Groll
sgroll@manitowoc.org