



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

August 20, 2021

Manitowoc County Expo
Attn: Jenell Shelton
PO Box 1011
4921 Expo Drive
Manitowoc, WI 54220

RE: *Waiver of Fees – Manitowoc County Fair– 8/25 – 8/29/2021 – Use of Security Stanchions & Traffic Control Items*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on August 18, 2021, at which time the committee granted your request.

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

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

Very truly yours,

Amanda Baryenbruch
Deputy City Clerk

cc: Special Events Approval Group

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/18/2021

EVENT NAME: Waiver of Fees: Manitowoc County Fair

ORGANIZER: Manitowoc County Expo - Jenell Shelton

E-MAIL ADDRESS: jenellshelton@manitowoccountywi.gov

EVENT DATE: 8/25 to 8/29/21

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of security stanchions & traffic control items for two 4-way intersections during the fair

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<i>Approved via email</i> Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

AUG 13 2021

CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

CITY OF MANITOWOC
ENGINEERING

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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Manitowoc County Fair

1. Name of club/organization making request Manitowoc County Expo
Address 4921 Expo Dr, PO Box 1011, Manitowoc Telephone 920-683-4378

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: _____
Equipment requested: 18 Barriers - to be picked up no later than Friday, Aug 20.
traffic control items for 2 four-way intersections

4. Specific dates and hours facility/equipment will be used: Date(s) Aug 23-29 Hrs. _____

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Waiver of fees for use of the 18 barriers.

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 _____

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 [Signature] Date August 13, 2021

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 - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

Handwritten initials/signature

Sandy Ronski

From: Greg Minikel
Sent: Friday, June 25, 2021 1:20 PM
To: Billy Hutterer; Scott Yindra
Cc: Dan Koski; Karen Dorow; Sue Reilly; Sandy Ronski
Subject: FW: External: Manitowoc County Fair - Request

Importance: High

FYI: As usual, here is the Traffic Control request for County Fair Week.

From: Jennell Shelton <JennellShelton@manitowocountywi.gov>
Sent: Friday, June 25, 2021 1:06 PM
To: Dan Koski <dkoski@manitowoc.org>; Jason Freilboth <jfreilboth@manitowoc.org>; Greg Minikel <gminikel@manitowoc.org>; Nick Reimer <nreimer@manitowoc.org>; Daniel Hartwig <DanielHartwig@manitowocountywi.gov>
Cc: Gerry Neuser <GerryNeuser@manitowocountywi.gov>
Subject: External: Manitowoc County Fair - Request

Hi Everyone!

The Manitowoc County Fair dates are August 25-29.

The following is requested for the week of fair:

1. 4-way intersection sign at Vista and Expo Drive.
2. 4-way intersection sign at Rapids and Frontage. This is the same request as in 2019 and for the parking lot south of the grand stand (Meijer property). Meijer is working with the Expo to allow parking on Meijer property and access to the pit entrance through their property. Staff has concerns that there may be issues if drivers are not aware that they can turn to access this parking lot and believe this may alleviate any incidents.
3. Schedule of Officers:
 - a. Wed-Thurs: 2 from 7pm-11:30pm
 - b. Fri: 3 from 7pm-12:30am
 - c. Sat: 3 from 6pm-12:30am
 - d. Sun: 2 from 4pm to end
4. Request Assistance for traffic issues from 10pm-11pm on Friday and Saturday at the Rapids/Frontage Road Entrance-Exit.
5. Fill in any available time slots that Manitowoc County Sheriff's has open.
6. Reimbursement process will be the same as in previous years.
7. **Submit final invoice by September 14.**

Please confirm receipt of this email and confirmation that the requests have been approved.

Thank you!

Jennell Shelton
Facility Manager

From: Jennell Shelton <JennellShelton@manitowocountywi.gov>
Sent: Thursday, July 29, 2021 2:31 PM
To: Chad Scheinoha <cscheinoha@manitowoc.org>; Jennifer Swokowski <jswokowski@manitowoc.org>
Cc: Gerry Neuser <GerryNeuser@manitowocountywi.gov>
Subject: External: Barriers Needed

Hi Chad and Jennifer,

Not sure who I need to send this request to, but we are in need of 18 barriers as we have done in the past for the Manitowoc County Fair.

Please let me know how we should proceed.

Thank you!

Jennell Shelton
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 2021 Manitowoc County Fair, August 25-29 – Stars, Stripes and Fair Delights!

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