



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 3, 2018

JCI Manitowoc
PO Box 1911
Manitowoc, WI 54221

RE: *Waiver of Fees – Use of Miracle League Ball Diamond – May 5, 2018*

Gentlemen:

The above request was acted upon by the Special Event Committee at the meeting on April 30, 2018, 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: 4/30/2018

EVENT NAME: WAIVER OF FEES: Pitch, Hit, & Run Competition

ORGANIZER: JCI Manitowoc - Laura Haass

EVENT DATE: 5/5/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Miracle League ball diamond for a non-profit event for kids age 7-14. This is a skills competition of Major League Baseball where champions advance to sectionals. Approximately 40 people are expected.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	60
RECREATION	
STREETS	
TOTAL DEPT. COSTS	60

ESTIMATED EVENT HOLDER CHARGES:

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

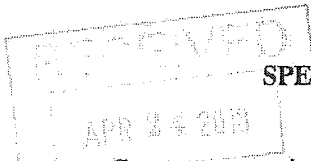
Logan
SECY
VC/STC/WSA
Todd Ha

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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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: Pitch, Hit, & Run Competition
1. Name of club/organization making request JCI Manitowoc
Address PO Box 1911; Manitowoc 54221 Telephone 920-758-5292
2. Names of club officers:

Name	Address	Telephone
President <u>Andrea Busse</u>		<u>920-323-4360</u>
Secretary <u>Lisa Kwarciany</u>		<u>920-946-7431</u>
Treasurer <u>Zach Curry</u>		<u>906-553-1593</u>
3. Facility requested: Miracle League baseball field
Equipment requested: N/A
4. Specific dates and hours facility/equipment will be used: Date 5-5-18 Hrs. 9am-12pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. No revenue will be collected, just a fun non-profit event for kids.
6. Which do you consider your group to be?
A. Community service _____ B. Non-profit X 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 X
8. If #7 is "yes," explain and list specific charges N/A
9. What will revenues be used for? N/A
10. Do you wish to meet personally with the Committee to discuss this request? Yes X No _____ If needed
If "yes," please provide the following information of individual to contact:
Name Laura Haass Address 1410 S Johnston Dr #13 Telephone 920-376-6294
- Signed [Signature] Date 4/9/18

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.

2655 S. 35th St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

\$20 x 3 hours = \$60

Manitowoc Jaycees

PROFIT AND LOSS

January - December 2016

	TOTAL
Income	
Community - Credit	
Donation	50.00
Dragon Boat	200.00
Metro Jam	
Other	300.00
Sales	12,199.42
Tips	567.94
Tom Chermak	17,675.00
Total Metro Jam	30,742.36
Total Community - Credit	30,992.36
General - Credit	
Dividends/Interest	90.01
Total General - Credit	90.01
Management - Credit	
Brewfest	
Brewfest 50/50 Raffle	227.00
Donations	-2.01
Food	966.00
Miscellaneous	30.00
Raffle	2,290.31
Spin The Wheel	279.00
Sponsors	5,400.00
Starter Cash	1,250.00
Tickets	22,510.00
Tips	62.01
Wearables	701.00
Total Brewfest	33,713.31
Sandbox Fill	525.00
White Elephant Auction	370.00
Total Management - Credit	34,608.31
Membership - Credit	
Member Dues	1,170.00
Member Dues (New)	25.00
Socials	129.00
Total Membership - Credit	1,324.00
Unapplied Cash Payment Income	-45.00
Total Income	\$66,969.68
GROSS PROFIT	\$66,969.68
Expenses	
Administration - Debit	
Advertising/ Chapter Promotion	9.93
Annual Insurance	729.00

	TOTAL
Annual Raffle License	50.00
Chamber of Commerce Dues	212.00
Corporation Filing	10.00
Foundation Dues	20.00
Liability Insurance	875.00
Manitowoc VCB Dues	150.00
Meeting Expense	36.73
PO Box Rental	58.00
State Officer Filing Fees	150.00
Storage Shed Rental	385.00
Voicemail	64.15
Total Administration - Debit	2,749.81
Community - Debit	
Big Brothers/ Big Sisters Bowl-a-thon	500.00
Charitable Contributions	8.26
Donations	9,089.95
Long Term Donation	2,500.00
Total Charitable Contributions	11,598.21
College Scholarship	1,538.19
Dragon Boat	600.00
Easter Egg Hunt	100.00
Holiday Shopping Trip	2,074.54
Metro Jam	
Concessions	2,664.47
Event Security	275.00
Insurance	475.00
Permits and Licenses	10.00
Portables	538.00
Starter Cash	1,500.00
Tent	220.50
Tom Chermak	20,134.98
Total Metro Jam	25,817.95
OYA	- 250.00
Total Community - Debit	42,478.89
Individual - Debit	
Events	51.52
Total Individual - Debit	51.52
Management - Debit	
Bartender class and license	122.90
Brewfest	
Advertising	455.35
Advertising/Promotional	25.00
Afterparty	420.75
Beer	6,489.50
Committee Meals	34.90
Expo	1,125.00
Floormat Rental	347.96
Food	225.06
Glassware	3,268.41

	TOTAL
Miscellaneous	154.09
Music	749.00
Permits & Licensing	30.00
Printing	1,276.40
Raffle	151.47
Spin The Wheel	272.03
Stamps & Mailing	331.37
Starter Cash	1,250.00
Wearables	1,260.14
Wrap-up Dinner	130.00
Total Brewfest	17,996.43
Total Management - Debit	18,119.33
Membership - Debit	
Awards Banquet	753.79
Brochures	125.00
Member Dues	1,125.00
Member Dues (New)	50.00
Miscellaneous	9.80
Socials	845.94
Total Membership - Debit	2,909.53
Miscellaneous Expense	134.88
State Director - Debit	
Board Member Training	100.00
Convention	1,443.00
German Delegation	170.47
Officer Training School	400.00
State Volleyball	100.00
Total State Director - Debit	2,213.47
Treasurer - Debit	
Accounting Software	139.86
Checks	19.00
Form 990 Filing	1,000.00
Miscellaneous	48.25
Postage & Supplies	39.09
Total Treasurer - Debit	1,246.20
Total Expenses	\$69,903.63
NET OPERATING INCOME	\$ -2,933.95
NET INCOME	\$ -2,933.95

Manitowoc Jaycees

PROFIT AND LOSS

January - December 2017

	TOTAL
Income	
Community - Credit	
Metro Jam	
Other	400.00
Sales	6,638.00
Tips	357.53
Tom Chermiak	24,100.00
Total Metro Jam	31,495.53
Total Community - Credit	31,495.53
General - Credit	
Dividends/Interest	91.34
Total General - Credit	91.34
Individual - Credit	
What the Lock ID	50.00
Total Individual - Credit	50.00
Management - Credit	
Brewfest	
Brewfest 50/50 Raffle	351.00
Food	806.00
Raffle	2,110.05
Spin The Wheel	226.00
Sponsors	6,225.00
Starter Cash	1,250.00
Tickets	24,360.00
Tips	104.38
Wearables	267.00
Total Brewfest	35,699.43
Sandbox Fill	821.00
Sands Magic Show	114.22
Year End Convention Hosting	
Convention Registration	-480.00
Total Year End Convention Hosting	-480.00
Total Management - Credit	36,154.65
Membership - Credit	
Member Dues	875.00
Socials	50.00
Total Membership - Credit	925.00
State Director - Credit	
Officer Training School	400.00
Total State Director - Credit	400.00
Total Income	\$69,116.52
GROSS PROFIT	\$69,116.52

	TOTAL
Expenses	
Administration - Debit	
Advertising/ Chapter Promotion	49.29
Annual Insurance	723.25
Chamber of Commerce Dues	212.00
Corporation Filing	10.00
Foundation Dues	20.00
Manitowoc VCB Dues	150.00
PO Box Rental	62.00
State Officer Filing Fees	200.00
Storage Shed Rental	385.00
Voicemail	64.15
Website Expense	73.73
Total Administration - Debit	1,949.42
Community - Debit	
Big Brothers/ Big Sisters Bowl-a-thon	500.00
Charitable Contributions	42.37
Donations	3,464.38
Long Term Donation	2,000.00
Total Charitable Contributions	5,506.75
College Scholarship	1,546.81
Easter Egg Hunt	100.00
Holiday Shopping Trip	2,047.91
Metro Jam	
Concessions	1,782.39
Event Security	256.25
Insurance	475.00
Miscellaneous	7.79
Other	10.48
Permits and Licenses	65.00
Portables	538.00
Starter Cash	1,500.00
Tent	204.75
Tom Chermak	21,859.01
Total Metro Jam	26,698.67
OYA	250.00
Total Community - Debit	36,650.14
Individual - Debit	
Events	198.17
Total Individual - Debit	198.17
Management - Debit	
Brewfest	
Advertising	975.44
Advertising/Promotional	33.35
Afterparty	420.00
Beer	8,606.25
Expo	1,175.00
Floormat Rental	347.96
Food	257.22

	TOTAL
Glassware	2,579.84
Insurance	875.00
Miscellaneous	133.72
Music	875.14
Permits & Licensing	110.00
Printing	1,351.95
Raffle	334.99
Security	275.00
Spin The Wheel	143.20
Stamps & Mailing	49.00
Starter Cash	1,250.00
Ticket Mailing	4.26
Wearables	928.99
Wrap-up Dinner	133.85
Total Brewfest	20,860.16
Statemen Award Submission	100.00
Total Management - Debit	20,960.16
Membership - Debit	
Awards Banquet	923.89
Member Dues	950.00
Member Dues (New)	110.00
Miscellaneous	88.81
Orientation	40.00
Socials	214.08
Wingin' It	351.57
Total Membership - Debit	2,678.35
President - Debit	358.82
State Director - Debit	103.00
Convention	666.00
German Delegation	266.75
Officer Training School	360.00
Total State Director - Debit	1,395.75
Treasurer - Debit	
Accounting Software	200.00
Checks	19.00
Form 990 Filing	225.00
Postage & Supplies	6.81
Total Treasurer - Debit	450.81
Total Expenses	\$64,641.62
NET OPERATING INCOME	\$4,474.90
NET INCOME	\$4,474.90