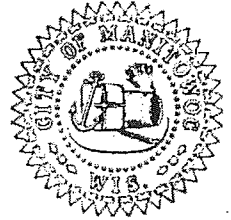




# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



September 4, 2018

Faith Church  
Pastor Kyle Matenaer  
2201 S. 42<sup>nd</sup> Street  
Manitowoc, WI 54220

RE: Waiver of Fees – Use of Bandwagon – September 9, 2018

Dear Pastor Matenaer:

Your request for a waiver of fees for use of the bandwagon for your event on September 9, 2018 was acted upon by the Special Events Committee at their meeting of August 29, 2018.

At said meeting the Committee unanimously recommended approval of your request.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

Enclosure

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](mailto:dneuser@manitowoc.org)**

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/29/2018

EVENT NAME: Serve September

ORGANIZER: Faith Church - Kyle Matenaer

EVENT DATE: 9/9/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Requesting use of bandwagon to kick off their Serve Sunday event where they will be doing (& have done the past few years) service projects in various parks & other areas

## ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	615
RECREATION	
STREETS	
TOTAL DEPT. COSTS	615

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	615
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

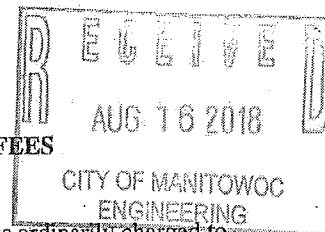
APPROVE

DENY

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: Serve September (we encourage our congregation to join a group and serve/volunteer in the community)

1. Name of club/organization making request Faith Church  
Address 2201 S 42nd St Manitowoc WI 54220 Telephone 920-684-7208

2. Names of club officers: Name Address Telephone  
President Pastor Kyle Matenaer Cell # 914-617-1441

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

3. Facility requested: \_\_\_\_\_

Equipment requested: Bandwagon

4. Specific dates and hours facility/equipment will be used: Date September 9th Hrs. 4 hrs

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We have a \$300 budget for this event. We usually "make" a stagecar but recently thought about renting the bandwagon.

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 Pastor Kyle Address 2201 S 42nd St Telephone 920-684-7208

Signed \_\_\_\_\_

Date 8-15-18

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.**

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



2201 South 42nd Street  
Manitowoc, WI 54220  
920-684-7208 OFFICE  
920-684-1794 FAX  
FaithChurchManitowoc.org

To whom it may concern:

Faith Church is requesting the use of the bandwagon for the kick-off of their Server September event on September 9<sup>th</sup>. Serve September is a month-long focus on showing love to our community by giving back. We encourage our congregation to join groups and invite others to serve along side them.

The confirmed Serve September sites where groups will be going include:

1. Mariners Trail
2. Riverview Elementary
3. Lincoln Park Zoo
4. Schuette Park
5. Silver Creek Park
6. inCourage
7. Haven
8. Hope House
9. The Crossing
10. The Crossing Home

Thank you so much for your consideration of waiving part of the fees.

Sincerely,

Pastor Kyle Matenaer  
414-617-1441  
kylem@faithchurchmanitowoc.org

## **Mackenzie Reed-Kadow**

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**From:** Sandy Ronski  
**Sent:** Tuesday, August 21, 2018 12:18 PM  
**To:** SpecialEvents  
**Subject:** Waiver of Fees - Serve September 09-09-18  
**Attachments:** Serve September Waiver of Fees 09-09-18.pdf

Attached is a waiver of fees request for the use of the Wenger portable bandwagon. For paid rentals where the bandwagon would be set up on Sunday & removed on Monday, we generally charge \$615. This group has an annual Serve Sunday event in September where they typically do service projects at a few of the parks (see page 2 of the attachment). This new waiver of fees request will be discussed at the next Special Event Committee meeting.

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, Parks, Lift Bridges, and Buildings & Grounds Divisions  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

*To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.), go to [www.manitowoc.org](http://www.manitowoc.org) and click on the Notify Me button to sign up for texts and/or e-mails.*