

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/5/2018

EVENT NAME: WAIVER OF FEES: Art Slam - Community Mural Project

ORGANIZER: Artist Guild - Erin LaBonte

EVENT DATE: Sept. 8, 15, & 16, 2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of traffic cones to block off parking spots to paint a mural

ESTIMATED CITY COSTS:

| | |
|--------------------------|------------|
| POLICE | |
| FIRE | |
| PARKS | |
| RECREATION | |
| STREETS | 120 |
| TOTAL DEPT. COSTS | 120 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|---------------------------|------------|
| LATE APPL. FEE (<60 days) | |
| DELIVERY CHARGES | |
| (if delivery requested) | |
| WAIVED -ROOM TAX | 120 |
| NON-WAIV. STAKE PERMIT | |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Blaser - via e-mail 9/5/18
Scott Luchterhand - via e-mail 9/5/18
Dan Koski - via e-mail 9/5/18
Liz Majerus - via e-mail 9/5/18
Steve Corbeille - via e-mail 9/5/18

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Karen Dorow

From: Todd Blaser
Sent: Wednesday, September 05, 2018 9:08 AM
To: Karen Dorow; Dan Koski; Scott Luchterhand; Elizabeth Majerus; Steve Corbeille
Subject: RE: Special Events Today

I'm in agreement.

*Todd M. Blaser, Chief of Fire Rescue
City of Manitowoc Fire Rescue Department*

From: Karen Dorow
Sent: Wednesday, September 05, 2018 8:49 AM
To: Dan Koski; Scott Luchterhand; Todd Blaser; Elizabeth Majerus; Steve Corbeille
Subject: Special Events Today
Importance: High

Good Morning!

The only item on our agenda today is the request to waive fees for Art Slam for 8 cones to block off parking spots where Erin LaBonte will be doing the mural. The waiver would be for \$120. If you are ok with waiving the fees please respond. I will cancel the meeting if everyone is in agreement.

Karen Dorow | Business Manager
City of Manitowoc
2655 S. 35th St.
Manitowoc, WI 54220
Office (920) 686-6514
Mobile (920) 374-0404

Karen Dorow

From: Scott Luchterhand
Sent: Wednesday, September 05, 2018 8:57 AM
To: Dan Koski; Karen Dorow; Todd Blaser; Elizabeth Majerus; Steve Corbeille
Subject: RE: Special Events Today

I'm good with it.

Assistant Chief Scott Luchterhand
Manitowoc Police Department
910 Jay Street
Manitowoc, WI 54220
sluchterhand@manitowoc.org
Phone: (920) 686-6562
Fax: (920) 686-6588

"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

CONFIDENTIALITY NOTICE: This communication with its contents, including attachments, may contain confidential and/or legally privileged information. These items are covered by the Electronic Communications Privacy Act 18 U.S.C. §§ 2510-2521. It is solely for the use of the intended recipient(s) or an employee or agent responsible for delivering this message. Unauthorized interception, review, use or disclosure is prohibited. If you are not a named recipient, please contact the sender immediately and do not disclose the contents to another, use it for any purpose, store or copy the information in any medium. Please destroy all copies of the communication. Thank you.

From: Dan Koski
Sent: Wednesday, September 05, 2018 8:50 AM
To: Karen Dorow; Scott Luchterhand; Todd Blaser; Elizabeth Majerus; Steve Corbeille
Subject: RE: Special Events Today

I am good with it.

Thanks

Dan Koski, PE
Director of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

dkoski@manitowoc.org
www.manitowoc.org

phone: (920) 686-6910
fax: (920) 686-6906

From: Karen Dorow
Sent: Wednesday, September 05, 2018 8:49 AM
To: Dan Koski; Scott Luchterhand; Todd Blaser; Elizabeth Majerus; Steve Corbeille
Subject: Special Events Today
Importance: High

Karen Dorow

From: Elizabeth Majerus
Sent: Wednesday, September 05, 2018 8:54 AM
To: Steve Corbeille; Karen Dorow; Dan Koski; Scott Luchterhand; Todd Blaser
Subject: RE: Special Events Today

Agree. Thanks

From: Steve Corbeille
Sent: Wednesday, September 05, 2018 8:54 AM
To: Karen Dorow; Dan Koski; Scott Luchterhand; Todd Blaser; Elizabeth Majerus
Subject: RE: Special Events Today

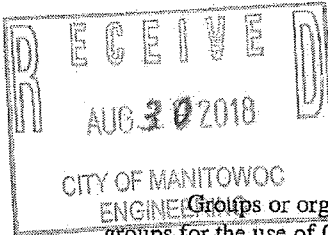
No issue here. I approve

From: Karen Dorow
Sent: Wednesday, September 05, 2018 8:49 AM
To: Dan Koski <dkoski@manitowoc.org>; Scott Luchterhand <sluchterhand@manitowoc.org>; Todd Blaser <tblaser@manitowoc.org>; Elizabeth Majerus <majerus@manitowoc.org>; Steve Corbeille <scorbeille@manitowoc.org>
Subject: Special Events Today
Importance: High

Good Morning!

The only item on our agenda today is the request to waive fees for Art Slam for 8 cones to block off parking spots where Erin LaBonte will be doing the mural. The waiver would be for \$120. If you are ok with waiving the fees please respond. I will cancel the meeting if everyone is in agreement.

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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: Art Jam: Community Mural Project
1. Name of club/organization making request Artist Guild (Erin LaBonte) ← Vice President + contact
Address 1012 Columbus Street, Manitowoc WI Telephone 920 295 0993
2. Names of club officers: Name Address Telephone
President Cheryl Mahanahel 920 476-9894
Secretary Brian Mittracht N/A
Treasurer Jill Iverson 920 645-4088
3. Facility requested: _____
Equipment requested: 8 orange cones to block off parking spots
4. Specific dates and hours facility/equipment will be used: Date 9/15-9/16/18 Hrs. 17 total hrs.
5. Please explain your request, as to what fees you desire waived or reduced and reasons. See attached
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 Erin LaBonte Date 8/29/18

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

Erin LaBonte
Waiver Request

I am requesting 8 orange cones to be picked up on Friday, 9/7/18 and returned on Monday, 9/10/18 and then picked up again on Friday, 9/14/18 and returned on Monday, 9/17/18. I will use the cones to block off 8 parking spaces in the City parking lot located at Jay and 9th. I wish to do this so that community members can work in this space to complete a mural project. Please contact me with any questions.

Mackenzie Reed-Kadow

From: Sandy Ronski
Sent: Thursday, August 30, 2018 9:29 AM
To: SpecialEvents
Subject: Waiver of Fees - Art Slam 09-08-18 to 09-16-18
Attachments: Art Slam - Waiver of Fees 09-08-18 to 09-16-18.pdf

Attached is a waiver of fees request for the use of cones to block off parking spots in order to paint a mural for the Art Slam event. The rental fee would normally be \$120 (8 cones x \$2.50/cone x 6 days). 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

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 and click on the Notify Me button to sign up for texts and/or e-mails.