



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 4, 2017

Salvation Army
Kyle Brynsteen
411 N 6th Street
Manitowoc, WI 54220

RE: Salvation Army – Ride for Hunger on September 16, 2017

Dear Mr. Brynsteen:

The above request was acted upon by the Special Events Committee at the July 31, 2017 Special Events Committee Meeting, at which time the Committee granted your request, the Committee recommends that the ride cross at Reed Avenue.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

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

Very truly yours,



Deborah Neuser
City Clerk

mrk

Enclosures

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
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



Conditions for Special Event Permit

X
At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to dneuser@manitowoc.org. Special Events Insurance Requirements are also enclosed. If beer or wine is being served, you will need to provide liquor liability in the amount of \$500,000 each occurrence and \$500,000 aggregate. If you have a bounce house on City property, coverage must state it specifically covers bounce house.

Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

City policy allows for the extension of a licensed premises to include an outside area, with the understanding that the entire area will be completely fenced in with access through the door of your premises or through the gate of the fenced-in area only. Alcoholic beverages can only be consumed inside the premises and in the fenced-in area. Please contact the Chief of Police at 686-6573 to arrange details for fencing the licensed area.

A non-profit or bona fide club may apply for a Temporary Class "B" license for the beer stand in the City Clerk's Office in City Hall. A licensed bartender must be at the premise at all times.

A

Contact the County Health Department at 683-4155 to obtain information about a food license.

All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Department of Public Works, 2655 So. 35th St., at 686-6550 to obtain a stake permit.

Y

If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550, located at 2655 So. 35th St., prior to 2:30 P.M. between Monday and Friday to obtain details and pricing information for the use of the City equipment. If you are closing off a street, you shall provide traffic control barricades.

In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any necessary arrangements.

For the use of the Metrostage, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

X

The telephone number to arrange for Manitowoc City Police Department assistance with your event is 686-6573.

Contact the Fire Department at 686-6540 to obtain a fireworks permit.

Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2017

EVENT NAME: REVISED - Bike Ride for Hunger

ORGANIZER: Salvation Army - Kyle Bryntesen

EVENT DATE: 9/16/2017

NEW OR RECURRING: Recurring/Revised

LOCATION/DESCRIPTION: In addition to bike ride on Mariners Trail, event will now include a longer bike ride on city & county roads circling back to Washington House in TR; requesting to cross at Magnolia Ave.

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	0
TOTAL	0

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
(if delivery requested)	
TOTAL E.H. CHARGES	0

GRAND TOTAL

COMMITTEE CONCERNS: Dept. recommendations to cross at Reed Ave. or to cross at Magnolia with PD assistance

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Must cross @ Reed Ave. Not Magnolia

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Salvation Army - Ride for Hunger
2. Date of Event: 9 / 16 / 2017 If multiple days, Start Date: ____/____/____ End Date: ____/____/____
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 8:00 AM/PM ~~XX~~ Actual Start Time: ____ AM/PM Finish Time: 3:00pm AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:

Salvation Army
Name of organization responsible for event

Kyle Bryntesen Telephone # PRIOR TO event (920.901.0160)
Name (first, middle, and last) of event organizer

____ Telephone # DURING event (____) ____
Contact name DURING event (if different)

411 N. 6th St
Street Address

Manitowoc WI 54220 Kyle_Bryntesen@usc.salvationarmy.org
City, State, Zip E-mail address of event organizer

Is the sponsoring organization a 501(c)(3) organization? ☒ Yes ☐ No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

This year the Ride for Hunger is two events on the same day: a short (11 mile) family bicycle ride along the lake on the Mariners Trail starting at the Washington House in Two Rivers and back. A longer bicycle ride (not a race) will start from the same location as the short ride. For the long ride we plan to use the Mariners Trail until crossing Memorial Dr at the Magnolia Ave intersection. Then using other city, county, and state roads circling back to the start/finish area at Washington House Two Rivers. Proceeds from the event are benefiting the Salvation Army. We plan to mark turns for our route with small lawn signs approx. 24"x18" at each corner. They will be set up the morning of 9/16 and removed in the evening 9/16.

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? ____ ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? ____

Have you reserved the park &/or park facilities? ☐ Yes ☐ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☐ Yes ☒ No If yes, which street(s): ____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? ☒ Yes ☐ No

wants
a recommendation
for crossing
here

6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? ☒ Yes ☐ No

If yes, where on the trail will the event begin: Two Rivers

Where on the trail will the event end: Manitowoc Two Rivers YMCA



When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? ~100

How many vendors will be at your event? None

How many vehicles? _____

Do you require any special parking restrictions? ☐ Yes ☒ No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? ☒ Yes ☐ No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? ☐ Yes ☒ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☐ Yes ☒ No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☐ Yes ☒ No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? ☐ Yes ☒ No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? ☒ Indoor ☒ Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units: Wayside near

Aurora Medical Center, Two Rivers, French Creek Cafe, Francis Creek, Mishicot Country Store Mishicot

Will alcoholic beverages be served/sold? ☐ Yes ☒ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total	
Barricades							
2'		X		X \$3.00	=		Flashers
3'		X		X \$3.00	=		Flashers
8'		X		X \$4.00	=		
Rail type-long		X		X \$2.00	=		
Rail type-short		X		X \$2.00	=		
Channelizer Drums		X		X \$3.00	=		
Cones							
18"		X		X \$1.50	=		
28"		X		X \$1.50	=		
Safety vests		X		X No charge	=	No Charge	
Snow fence							
Rolls		X		X \$4.00	=		
Posts		X		X No Charge	=	No Charge	
Post driver/pounder		X		X No Charge	=	No Charge	
Traffic signs		X		X \$2.00	=		Description
		X		X \$2.00	=		Description
		X		X \$2.00	=		Description
Traffic signs (Portable)		X		X \$3.00	=		Description
		X		X \$3.00	=		Description
		X		X \$3.00	=		Description

Other (list items and amounts) Pedestrian Yield Sign?

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		X \$5.00	=		
Park benches		X		X \$7.00	=		
Picnic tables		X		X \$7.00	=		
Risers, platform		X		X \$15.00	=		Description
Security stanchions		X		X \$ 5.00	=		
Tent, 10'x10'		X		X \$30.00	=		
Tent, 10'x20'		X		X \$35.00	=		
Ticket booths, outdoor		X		X \$15.00	=		
Trash cans		X		X No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***		X		X \$240.00	=		

Other (list items and amounts)

TOTAL RENTAL CHARGES

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☐ Yes ☐ No
Fence ☐ Yes ☐ No
Sign ☐ Yes ☐ No
Bounce house ☐ Yes ☐ No If electric, where will item be plugged in? _____
Other _____ ☐ Yes ☐ No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event? ☐ Yes ☐ No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☒ Yes ☐ No If yes, please describe: Riders crossing

Memorial Dr onto Magnolia Ave approximately between 8:20am and 8:40am 9/16/2017.

Kyle Bryntesen (920) 901 0160 (920) 901 0160
Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☒ Yes ☐ No
The City reserves the right to require a detailed written public safety plan.

11. **Fees & Reimbursement:** Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s): The Salvation Army is a 501c3 organization

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☐ Yes ☐ No

If yes, explain and list specific charges _____

What are your estimated revenues and what will the revenues be used for? _____

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 4 2 1987

Signature of Applicant: _____

Date: _____

7/24/2017

Sandy Ronski

From: Rob Reindl <rreindl@UnitedOne.org>
Sent: Wednesday, July 12, 2017 11:59 AM
To: Sandy Ronski
Subject: RE: Salvation Army - Ride for Hunger 2017
Attachments: RFH 43.5 Ride2.png

Hi Sandy,

Thanks again for the information you emailed me earlier this year. We have the route planned and are planning on placing small temporary lawn signs at the corners of our turns. Planning to start/finish the event in Two Rivers in the Washington House parking lot. Would you have time to help advise or instruct us with what we're missing or who else we'd need to contact? We were in touch with Marc Holsen (County) and Jim McDonald (Two Rivers) already too. Our ride start time at 8am. Finishers are expected to complete the route anywhere between 10:30am and noon.

May we request guidance on how to ask for a recommendation for crossing from the Mariners trail onto Magnolia Ave (crossing Memorial Dr). Is it possible to borrow a pedestrian yield sign for a few hours 9/16/2017?

I appreciate your help in advance. Have a great day!

Thanks,
Rob



Rob Reindl, Mortgage Specialist
NMLS # 441413
phone: [920-652-2484](tel:920-652-2484)
fax: 920-652-2058
location: 1117 South 10th St., Manitowoc, WI 54220



Please consider the environment before printing this e-mail.

From: Sandy Ronski [<mailto:sronski@manitowoc.org>]
Sent: Monday, February 13, 2017 1:57 PM
To: Rob Reindl
Subject: RE: Streets/Paint

The City of Manitowoc Special Event Committee met this morning and approved temporary signs in the right-of-way on the side of the street for your event (within the Manitowoc City limits). Painting the street/concrete is not allowed in the City of Manitowoc. Please send me a copy/map of your route when it is complete.

I am not exactly sure who you would contact at the City of Two Rivers or Manitowoc County, but I suggest trying the following:

- Judy Goodchild, City of Two Rivers Parks & Recreation Office, 920-732-5592
- Marc Holsen, Manitowoc County Highway Department, 920-683-4353

Sandy Ronski

Operations Clerk II

Cemetery, Parks, Transit, and Streets & Sanitation Divisions

City of Manitowoc

2655 S 35th St.

Manitowoc, WI 54220

Phone: 920-686-6518

Fax: 920-686-6525

www.manitowoc.org

From: Sue Reilly

Sent: Wednesday, February 08, 2017 10:50 AM

To: Rob Reindl

Cc: Sandy Ronski

Subject: RE: Streets/Paint

Rob,

I am forwarding your information to Sandy Ronski who takes care of the paperwork for the Special Events Committee. She will be contacting you regarding what needs to be done.

Sue

From: Rob Reindl [<mailto:rreindl@UnitedOne.org>]

Sent: Wednesday, February 08, 2017 9:57 AM

To: Sue Reilly

Subject: Streets/Paint

Good morning Sue,

I hoping to get your help, or at least would you have time to point me in the right direction? I'm on a planning committee for the Salvation Army Ride for Hunger event taking place September 16, 2017. This year the Ride for Hunger is two events on the same day: a short (10 mile) family bicycle ride along the lake on the mariner trail starting at the YMCA to Two Rivers and back and a longer bicycle ride (not a race) for anyone else interested in a 50 mile challenge. Proceeds from the event are benefiting the Salvation Army.

Here's where you come in, can you help me with who I can contact or what I need to do to get approval to paint directional arrows on the streets/concrete and/or installing temporary small directional signs on the side of the road to mark our route? The route is in the planning stage right now, but we're thinking the longer ride will start in the City of Manitowoc near the YMCA and most likely be on country roads too. Do you have any names I can try to reach at Mtwc

County and City of Two Rivers too?

I really appreciate your help in advance.

Thanks,
Rob



We're here because you're here!

Rob Reindl, Mortgage Specialist

NMLS # 441413

phone: 920-652-2484

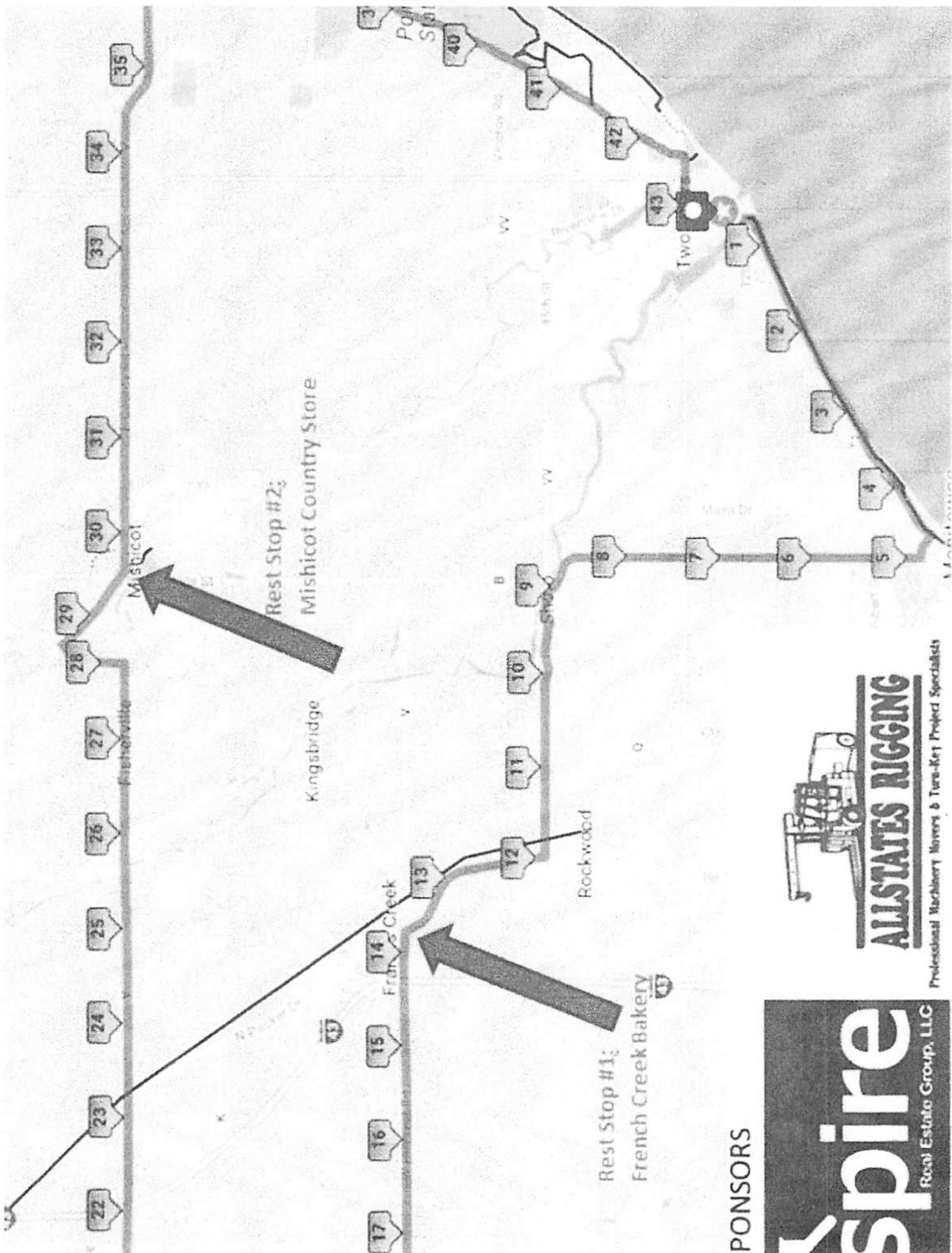
fax: 920-652-2058

location: 1117 South 10th St., Manitowoc, WI 54220



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This message was secured by ZixCorp^(R).



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Rob Reindl

From: Judy Goodchild <judgoo@two-rivers.org>
Sent: Friday, July 21, 2017 10:33 AM
To: Rob Reindl
Cc: James McDonald; Brian Kohlmeier; Scott Ahl; Lee Bruechert; Kyle_Bryntesen@usc.salvationarmy.org
Subject: Re: Salvation Army - Ride for Hunger 2017

Rob:

I like the new route, and wish you good luck on growing this event.

As far as the Two Rivers Parks and Recreation Department involvement in your ride. I have your trail permit. It was submitted on October 5, 2016.

From looking at the route there is not a huge need for barricades and cones. But I will defer that to the Ass. Chief Kohlmeier.

Any signage you put out for the race, please remove following the race.

Feel free to contact me with any other questions you may have.

Judy

On Wed, Jul 12, 2017 at 11:38 AM, Rob Reindl <rreindl@unitedone.org> wrote:

Good morning Jim,

Thanks again for the information you emailed me earlier this year. I appreciate your enthusiasm to exceed expectations! We have the route planned and are planning on placing small temporary lawn signs at the corners of our turns. Planning to start at the Washington House parking lot. Would you have time to help advise or instruct us with what we're missing or who else we'd need to contact? We were in touch with Marc Holsen already too. Our hope is to draw the riders to take part in Ethic Fest on 9/16 with our ride start time at 8am. Finishers are expected to complete the route anywhere between 10:30am and noon.

I appreciate your help in advance. Have a great day!

Thanks,
Rob



Rob Reindl, Mortgage Specialist
NMLS # 441413
phone: 920-652-2484
fax: 920-652-2058
location: 1117 South 10th St., Manitowoc, WI 54220



Please consider the environment before printing this e-mail.

From: James McDonald [mailto:jammcd@two-rivers.org]
Sent: Tuesday, February 14, 2017 3:04 PM
To: Judy Goodchild
Cc: Rob Reindl; Brian Kohlmeier; Scott Ahl; Lee Bruechert
Subject: Re: Streets/Paint

Rob:

Our main objective with temporary signs is to be certain that they are removed or washed away quickly. In general we have found signage to be the best mechanism, as signs can be removed when the event is over. Some signs can be used the following year as well.

We are OK with placement on our power poles or street signs, or on stakes within the terrace areas. Again, just to be sure they can and will be removed right after the event is completed.

Although we will consider and look at stenciled arrows (made with latex paint that will wash away quickly) we have found that stick on arrows tend to be around for a long while and thus a problem (for any subsequent events). We can and will help with cones and barricades if needed, but would like to review the desired routing with you first.

I am copying Assistant Police Chief, Brian Kohlmeier, on this response as he or his representative should also be involved once a route has been determined. When you have honed in on a specific route, please let us know and we will be happy to work with you towards an event that exceeds expectations.

Should you have additional questions, please do not hesitate to get in touch with this office.

Sincerely,

Jim Mc Donald

On Tue, Feb 14, 2017 at 10:24 AM, Judy Goodchild <judgoo@two-rivers.org> wrote:

Thanks Rob:

I am copying Mr. Jim McDonald from our Public Works Department on this

He is the person you will need to work with.

Judy

On Tue, Feb 14, 2017 at 10:11 AM, Rob Reindl <rreindl@unitedone.org> wrote:

Good morning Judy,

Sandy Ronski from the City of Manitowoc gave me your contact information. I hoping to get your help, or at

least would you have time to point me in the right direction? I'm on a planning committee for the Salvation Army Ride for Hunger event taking place September 16, 2017. This year the Ride for Hunger is two events on the same day: a short (10 mile) family bicycle ride along the lake on the mariner trail starting at the YMCA to Two Rivers and back and a longer bicycle **ride** (not a race) for anyone else interested in a 50 mile challenge. Proceeds from the event are benefiting the Salvation Army.

Here's where you come in, can you help me with who I can contact or what I need to do to get approval to paint small directional arrows on the streets/concrete and/or installing temporary small directional signs on the side of the road to mark our route? The route is in the planning stage right now, but we're thinking the longer ride will start in the City of Manitowoc near the YMCA and most likely be on country roads too.

I really appreciate your help in advance.

Thanks,
Rob



Rob Reindl, Mortgage Specialist
NMLS # 441413
phone: [920-652-2484](tel:920-652-2484)
fax: [920-652-2058](tel:920-652-2058)
location: 1117 South 10th St., Manitowoc, WI 54220



Please consider the environment before printing this e-mail.

Director Parks & Recreation

920-793-5591

--

James J. Mc Donald, PE

1717 East Park Street

City Engineer / Public Works Director

PO Box 87

City of Two Rivers

Two Rivers, WI 54241-0087

(920) 793-5540 Desk Phone

jammcd@two-rivers.org

(920) 973-8068 Cell Phone

--

Director Parks & Recreation

920-793-5591

Deborah Neuser

From: Sandy Ronski
Sent: Wednesday, July 26, 2017 9:35 AM
To: SpecialEvents
Subject: RE: Dept. Recommendation Form - Bike Ride for Hunger 09-16-17 (REVISED!]
Attachments: Bike Ride for Hunger SEA 09-16-17.pdf; Bike Ride for Hunger map 09-16-17.pdf; Bike Ride for Hunger Mtwc e-mail 07-12-17.pdf; Bike Ride for Hunger TR e-mail 07-21-17.pdf; Dept Recommendation Form - Bike Ride for Hunger.pdf

Please complete a new Dept. Recommendation Form for Bike Ride for Hunger on 9/16/17. They are now planning two "events" – a short ride on the Mariners Trail & a longer bike ride. They have some questions/concerns about crossing Memorial Drive at Magnolia Ave.

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

From: Sandy Ronski
Sent: Monday, November 07, 2016 3:21 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Bike Ride for Hunger 09-16-17

Sandy Ronski
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