

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/20/2015

EVENT NAME: WAIVER OF FEES - Neighborhood Watch Block Party - 1700 blk S 13th St.

ORGANIZER: Dawn Greene

EVENT DATE: 7/23/2015

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Requesting waiver of delivery fees for Neighborhood Watch Block Party

ESTIMATED CITY COSTS:

STREETS	83.5
PARKS	
RECREATION	
FIRE	
POLICE	
TOTAL	83.5

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	50.00
<small>(if delivery requested)</small>	
TOTAL COLLECTED	0

for delivery

COMMITTEE CONCERNS:

Approve event without waiver of fees

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Deborah Neuser

From: Sandy Ronski
Sent: Friday, July 17, 2015 3:03 PM
To: Dan Koski; Deborah Neuser; Denise Larson; Karen Dorow; Kathleen McDaniel; Nick Reimer; Sue Reilly; Todd Blaser; Tony Dick; Randy Junk
Subject: RE: Residential Block Party - 1700 blk S 13th St 07-23-15

This event was approved Monday (July 13th). Dawn Greene came in today and requested that the traffic control items be delivered at no charge. She was under the impression from Sgt. Jacobs that there would not be a charge for the use of the traffic control items, because it was a Neighborhood Watch block party. Dawn said that she is willing to pay the standard \$25 block party charge, but not the cost of delivery. She said that there is really no one else in the neighborhood with a vehicle that could accommodate barricades and that can pick the items up before 2:30 p.m. **I told her that I would ask the Special Event Committee to discuss this request on Monday, since the event is Thursday, July 23rd.** If the delivery fees are not waived, she will likely cancel the event.

Sandy Ronski
Operations Clerk II
Cemetery/Parks/Transit/Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Sandy Ronski
Sent: Thursday, July 09, 2015 10:04 AM
To: Dan Koski; Deborah Neuser; Denise Larson; Karen Dorow; Kathleen McDaniel; Nick Reimer; Sue Reilly; Todd Blaser; Tony Dick
Subject: Residential Block Party - 1700 blk S 13th St 07-23-15

Sandy Ronski
Operations Clerk II
Cemetery/Parks/Transit/Streets & Sanitation Divisions
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July 14, 2015

Dawn L. Greene
1306 Green St.
Manitowoc, WI 54220

Re: Block Party – 1700 Block S. 13th Street
682-8571

Dear Ms. Greene:

Your request for a block party on Thursday, July 23, 2015, being held in the 1700 block of South 13th Street, between Philippen and Green Streets, between the hours of 6 p.m. and 8 p.m. has been granted. Please make sure that you are off the street by 11:00 p.m. As per the City of Manitowoc Ordinance the street needs to be re-opened by 11:00 p.m.

The Manitowoc City Council has stipulated that when an event is held, the person in charge is responsible for getting and returning the barricades with lights. Due to the size and amount of barricades needed to close the street, please make sure you have a pickup truck or trailer when picking up traffic control materials.

Please stop at the front office of the Department of Public Works, located at South 35th and Viebahn Streets, in order to check out and check in the barricades by completing the appropriate paperwork and paying the \$25 fee for use of traffic control items. Please pick up barricades before 2:30 p.m. on Wednesday, July 22nd and return them Friday, July 24, 2015 between 7:00 a.m. and noon.

Please contact the Department of Public Works at 686-6550 to inform them of a pick up time.

Sincerely,

Jennifer Hudon
City Clerk

JH:dan