



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



August 23, 2017

United Way Manitowoc County, Inc.  
Ashley Bender  
21 E. Waldo Blvd.  
Manitowoc, WI 54220

RE: United Way Fall Tailgate, September 28, 2017

Dear Ms. Bender:

The above request was acted upon by the Special Events Committee at the August 22, 2017 Special Events Committee Meeting, at which time the Committee granted your request which will be passed on to the Common Council.

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](mailto: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.

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

X  
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.

\_\_\_\_\_  
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.

\_\_\_\_\_  
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:** 8/21/2017

**EVENT NAME:** United Way Fall Tailgate

**ORGANIZER:** United Way Manitowoc County, Inc. - Ashley Bender

**EVENT DATE:** 9/28/2017

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Use of open air shelter & ball diamonds at Citizen Park for a volunteer & community partners picnic; will work with PD to get active shooter training

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	0
PARKS	63
RECREATION	62
STREETS	0
<b>TOTAL</b>	<b>125</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	100
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>100</b>
 <b>GRAND TOTAL</b>	 <b>225</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

*Handwritten signatures and initials in the APPROVE column, including names like Scott, W. Henderson, and others.*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

City of Manitowoc  
SPECIAL EVENTS APPLICATION FORM

RECEIVED  
AUG 14 2017  
DPI - OPERATIONS DIVISION

**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: United Way Fall Tailgate - A celebration of our volunteers & partners
- 2. Date of Event: 09/28/17 If multiple days, Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_  
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 9 AM/PM Actual Start Time: 11 AM/PM Finish Time: 1:30 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:  
United Way Manitowoc County, Inc.  
Name of organization responsible for event  
Ashley Bender Telephone # PRIOR TO event: (920) 682-5888 ext. 102  
Name (first, middle, and last) of event organizer  
Ashley Bender Telephone # DURING event: (920) 860-1103  
Contact name DURING event (if different)  
21 E. Waldo Blvd.  
Street Address  
Manitowoc, WI 54220 E-mail address: ashley@unitedwaymanitowoc  
City, State, Zip of event organizer county.org

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

United Ways Fall Tailgate will celebrate our volunteers and community partners. A brief presentation will be given followed by a picnic and games. We are requesting to use the open air pavillion and adjacent ball diamonds at Citizen Park. Food will be catered in. United Way staff will do set up and clean up.

Will the event be held in a Manitowoc park or utilize any park facilities?  Yes Which park? Citizen Park  No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? open air pavillion and city owned ball diamonds

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



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: \_\_\_\_\_

Where on the trail will the event end: \_\_\_\_\_

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? 250

How many vendors will be at your event? 1 How many vehicles? 100

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: 11am - 1pm

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 no

*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: the city's

toilet facility located next to the open air pavilion

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:

*no equipment needed*

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):

	<u># Needed</u>		<u># of Days*</u>		<u>Cost/Day</u>		<u>Total</u>	
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)	_____							

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: \_\_\_\_\_

\_\_\_\_\_  
 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. *Staff is being trained on 9/21 by Lieutenant Paul Behrendt.*

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): \_\_\_\_\_

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 09/23/1965

Signature of Applicant: Ashley Bender Date: 8-7-17  
United Way Manitowoc County, Inc.





United Way  
Manitowoc County, Inc.

We want to say

# THANK YOU

for all you do!

Join us for a day of food,  
fun, and games at the  
United Way Fall Tailgate  
to celebrate our  
volunteers and partners!

Save the date! Thursday Sept. 28  
More details to follow.



United Way  
Manitowoc County, Inc.

cell: 800-1103

**ASHLEY BENDER**  
Community Impact Manager

21 East Waldo Blvd.  
Manitowoc, WI 54220  
920-682-8888 ext. 106  
ashley@unitedwaymanitowoccounty.org

[unitedwaymanitowoccounty.org](http://unitedwaymanitowoccounty.org)



## Ashley Bender

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**From:** Paul Behrendt <pbehrendt@manitowoc.org>  
**Sent:** Tuesday, August 8, 2017 12:13 PM  
**To:** Ashley Bender  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

September 21<sup>st</sup> works for me I don't have anything scheduled. Just let me know what time works, my normal work day is 7am to 3pm. How many people will be in the class? I have a PowerPoint presentation with sound, will you have the equipment or do I need to bring my own?

Paul

---

**From:** Ashley Bender [mailto:ashley@unitedwaymanitowocounty.org]  
**Sent:** Tuesday, August 08, 2017 11:19 AM  
**To:** Paul Behrendt  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

Hi Lieutenant Behrendt,

Thank you for offering to train us on such short notice. Here are some dates that look good for our team. I noted if we are available anytime or if we will need to be selective on the time.

- 9/18 anytime
- 9/19 selective
- 9/21 anytime
- 9/22 selective
- 9/25 anytime
- 9/26 selective

Enjoy the day,

*Ashley Bender*

Community Impact Manager  
United Way Manitowoc County  
[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)  
920.682.8888, ext.106



### The Bolder Board Training

with TED Talk alumni **Dan Pallotta**, Sept. 11

*Register your board today!*

[https://unitedwaymanitowocounty.org/unitedway\\_events/bolderboardtraining/](https://unitedwaymanitowocounty.org/unitedway_events/bolderboardtraining/)

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**From:** Paul Behrendt [mailto:pbehrendt@manitowoc.org]  
**Sent:** Tuesday, August 8, 2017 10:48 AM  
**To:** Ashley Bender <[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)>  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

Ms. Bender,

I would be happy to provide the active shooter training. It takes about one hour. My work schedule is pretty flexible so let me know some dates and times that work for you and there should be no problem getting the training done before September 28<sup>th</sup>.

Paul

## Lieutenant Paul Behrendt

Training Coordinator  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[pbehrendt@manitowoc.org](mailto:pbehrendt@manitowoc.org)  
Office 920-686-6592  
Fax 920-686-6588

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**From:** Ashley Bender [<mailto:ashley@unitedwaymanitowoccounty.org>]  
**Sent:** Tuesday, August 08, 2017 10:30 AM  
**To:** Scott Luchterhand  
**Cc:** Paul Behrendt  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

Good Morning,

I spoke with our Executive Director and we would like to take you and Paul up on this opportunity. Seeing that we have public events throughout the year, we feel it would most valuable to go through the training. Our event is September 28<sup>th</sup>. Is it possible to receive training prior to the event?

I appreciate the suggestion to print this email and send it with our application. That is a great idea!

Thank you both for your time.

Enjoy the day,

*Ashley Bender*

Community Impact Manager  
United Way Manitowoc County  
[ashley@unitedwaymanitowoccounty.org](mailto:ashley@unitedwaymanitowoccounty.org)  
920.682.8888, ext.106



## The Bolder Board Training

with TED Talk alumni **Dan Pallotta**, Sept. 11

*Register your board today!*

[https://unitedwaymanitowoccounty.org/unitedway\\_events/bolderboardtraining/](https://unitedwaymanitowoccounty.org/unitedway_events/bolderboardtraining/)

**From:** Scott Luchterhand [<mailto:sluchterhand@manitowoc.org>]  
**Sent:** Tuesday, August 8, 2017 8:02 AM  
**To:** Ashley Bender <[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)>  
**Cc:** Paul Behrendt <[pbehrendt@manitowoc.org](mailto:pbehrendt@manitowoc.org)>  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

Hi Ashley,

We don't have any "generic" plans for special events that take place. I guess your best safety plan is that if something does occur that you contact the police department immediately and we can take it from there depending on what the situation is that arises. For an appreciation lunch the biggest thing that you would probably need to be concerned about would be an "active shooter" situation. However, that is highly unlikely to occur and probably not something that you need to be overly concerned about.

I'm actually on the Special Events Committee and in most of these cases where a safety plan would be required is for such things as parades, walks/runs, or other events where streets may need to be closed, etc. I don't believe it's really meant for a luncheon. However, if you'd like, I could have our training Lieutenant Paul Behrendt contact you so the two of you could discuss possible options should an active shooter situation occur. You just let me know if that's something you would be interested in. Otherwise I would go ahead with your application indicating that we spoke (you could even include this email if you'd like) and I can discuss this further at the Special Events Meeting so the rest of the committee are all on the same page. If you have any further questions or concerns please just give me a call. Take care and good luck with your event!!

**Assistant Chief Scott Luchterhand**  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[sluchterhand@manitowoc.org](mailto: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.

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**From:** Ashley Bender [<mailto:ashley@unitedwaymanitowocounty.org>]  
**Sent:** Monday, August 07, 2017 3:20 PM  
**To:** Scott Luchterhand  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

Hi Assistant Chief Luchterhand,

United Way Manitowoc County is holding a volunteer and agency appreciation lunch on September 28<sup>th</sup> from 11am – 12:30pm at Citizen Park. We are planning for 250 people. I'm just finishing up our application for the City and they are asking us for a public safety plan. United Way Manitowoc County does not have one in place for events like this, so I emailed Sandy for a template or an example we could follow. We looking for a little guidance with this matter in order to finish and submit our application. Thank you for any assistance you may be able to provide.

Kindly,

*Ashley Bender*

Community Impact Manager

United Way Manitowoc County

[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)

920.682.8888, ext.106



## The Bolder Board Training

with TED Talk alumni Dan Pallotta, Sept. 11

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**From:** Scott Luchterhand [<mailto:sluchterhand@manitowoc.org>]

**Sent:** Monday, August 7, 2017 2:12 PM

**To:** Sandy Ronski <[sronski@manitowoc.org](mailto:sronski@manitowoc.org)>; Ashley Bender <[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)>

**Cc:** Todd Blaser <[tblaser@manitowoc.org](mailto:tblaser@manitowoc.org)>; Judy Fuerbringer <[jfuerbringer@manitowoc.org](mailto:jfuerbringer@manitowoc.org)>; Jeri Lynn Christensen <[jchristensen@manitowoc.org](mailto:jchristensen@manitowoc.org)>; Paul Behrendt <[pbehrendt@manitowoc.org](mailto:pbehrendt@manitowoc.org)>; Robert Barbier <[rbarbier@manitowoc.org](mailto:rbarbier@manitowoc.org)>

**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

A public safety plan for what type of event? I cannot really tell by this email thread.

Assistant Chief Scott Luchterhand

Manitowoc Police Department

910 Jay Street

Manitowoc, WI 54220

[sluchterhand@manitowoc.org](mailto: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."

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**From:** Sandy Ronski

**Sent:** Monday, August 07, 2017 1:23 PM

**To:** Ashley Bender

**Cc:** Todd Blaser; Scott Luchterhand; Judy Fuerbringer; Jeri Lynn Christensen

**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17

I am forwarding your e-mail onto the Police & Fire Departments, so they can help you with this.

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

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**From:** Ashley Bender [<mailto:ashley@unitedwaymanitowocounty.org>]  
**Sent:** Monday, August 07, 2017 12:02 PM  
**To:** Sandy Ronski  
**Subject:** RE: Special Event Application Form - Volunteer Appreciation Event 09-28-17  
**Importance:** High

Hi Sandy,

We currently do not have a public safety plan in place. Does the City have a template or an example of a plan we could see? This would be a huge help.

Thank you,

*Ashley Bender*  
Community Impact Manager  
United Way Manitowoc County  
[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)  
920.682.8888, ext.106



## The Bolder Board Training

with TED Talk alumni Dan Pallotta, Sept. 11

*Register your board today!*

[https://unitedwaymanitowocounty.org/unitedway\\_events/bolderboardtraining/](https://unitedwaymanitowocounty.org/unitedway_events/bolderboardtraining/)

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**From:** Sandy Ronski [<mailto:sronski@manitowoc.org>]  
**Sent:** Wednesday, July 26, 2017 2:27 PM  
**To:** Ashley Bender <[ashley@unitedwaymanitowocounty.org](mailto:ashley@unitedwaymanitowocounty.org)>  
**Subject:** Special Event Application Form - Volunteer Appreciation Event 09-28-17

Attached is a Special Event Application Form for your event. The application form should typically be turned in at least 60 days in advance of the event. As we discussed, please contact Bob Satori from the Manitowoc Youth Baseball Association (MYBA) at 920-683-6329 if you would like to reserve the MYBA ball diamonds and concession stand at Citizen Park.

After the permit or application is completed, please return the signed form to the Parks Office at:

Manitowoc Parks Division  
Attn: Sandy  
2655 S 35th St.  
Manitowoc, WI 54220  
Fax: 920-686-6525  
E-mail: [sronski@manitowoc.org](mailto:sronski@manitowoc.org)

If your event includes requests that need Common Council approval, such as street closures, waivers of the noise ordinance, etc., we would need the completed paperwork by August 2<sup>nd</sup> in order for the Special Event Committee to have time to review your request and refer your request to the Common Council for their August 21<sup>st</sup> agenda. If you have any questions, you can contact the Parks Office weekdays from 7 AM to 4 PM at 920-686-3580.

Thank you,

**Sandy Ronski**  
Operations Clerk II  
Cemetery, Parks, Transit, and Streets & Sanitation Divisions  
City of Manitowoc  
2655 S 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6518  
Fax: 920-686-6525  
[www.manitowoc.org](http://www.manitowoc.org)