



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 9, 2017

Brenda Emmert
1116 Elm St.
Manitowoc, WI 54220

Re: Block Party – 1100 Block of Elm St. from just south of Clermont St. to
intersection with Fairmont St.
374-1004

Dear Ms. Emmert:

Your request for a block party on Saturday, August 12, 2017, being held in the 1100 Block of Elm St. from just south of Clermont St. to intersection with Fairmont St., between the hours of Noon and 11:00 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 Friday, August 11, 2017 and return them Monday, August 14, 2017 between 7:00 a.m. and noon.

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

Sincerely,



Deborah Neuser
City Clerk

mrk

cc: Department of Public Works
Jeri Lynn Christensen, Office 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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/7/2014

EVENT NAME: Residential Block Party - 1100 block of Elm St.

ORGANIZER: Brenda Emmert

EVENT DATE: 8/13/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential Block Party - 1100 block of Elm St. from just south of Clermont to intersection with Fairmont

ESTIMATED CITY COSTS:

POLICE	0
FIRE	0
PARKS	0
RECREATION	
STREETS	192
TOTAL	192

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	0
(if delivery requested)	
TOTAL E.H. CHARGES	0
GRAND TOTAL	192

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



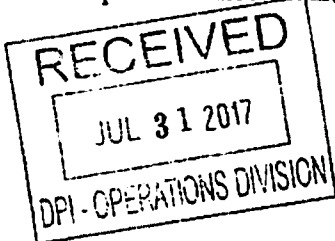
RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits have a **\$25 fee** that includes use of traffic control items for the purpose of closing off the street(s). Payment can be made at the time of barricade pickup. Block party hosts must contact all affected residents prior to applying. Block parties must be concluded and the road opened by 11 PM. Any debris must be removed immediately from the street and terrace areas. *(Organizations should complete a Special Event Application instead of a Residential Block Party Application.)*

Today's Date: 7-17-17

Responsible Individual(s) for Party

Name: Brenda Emmert
Address: 1116 Elm St
City/State/Zip: Manitowoc WI 54220
Phone Number: 920-374-1004
E-mail Address: brendaemmert@hotmail.com
Date of Birth: 4-24-76



Date of Party: 8-12-17 + 8-13-17

Time of Party: Noon - 11pm Sat

Location of Party (Hundred Block and Street Name): 1100 Block of Elm
Elm St after Clermont

Cross Streets You are Requesting to Block Off: Elm at Intersections of Belmont + Fairmont
Please provide a map/sketch of the area requested for the block party.

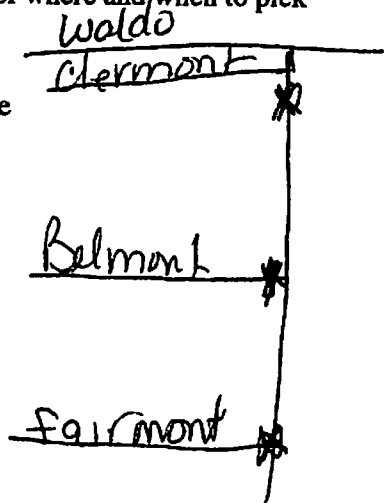
Estimated Attendance: 40

Once your application is reviewed by the Special Event Committee, you will receive a letter indicating whether or not your block party has been approved. The letter will also give you instructions of where and when to pick up barricades for your event.

Please return form to:

City of Manitowoc - Department of Public Infrastructure
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6550
Fax: 920-686-6525
E-mail: parkadmin@manitowoc.org

Date paid: _____



Deborah Neuser

From: Sandy Ronski
Sent: Monday, July 31, 2017 8:22 AM
To: SpecialEvents
Subject: Dept. Recommendation Form - 1100 blk Elm St. 08-12-17
Attachments: Block Party - 1100 blk Elm St 08-12-17.pdf; Dept Recommendation Form - Block Party 1100 blk Elm St.pdf

The application form lists the event as Aug. 12 & 13, but the time of the party is listed as noon – 11 pm Sat.

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