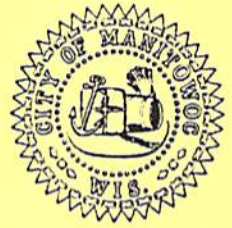




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



August 18, 2016

Mr. Brennan Seehafer
3730 Mangin St.
Manitowoc, WI 54220

RE: Future Red Carpet Events in front of Capital Civic Centre

Dear Mr. Seehafer:

The Special Events Committee met on August 15, 2016.

Their suggestion was that in the future, you should request a street closure rather than a lane closure for the safety of the participants. Please complete a special events application at least 60 days in advance, since the State of Wisconsin will need to be notified in order to close a state highway (S. 8th Street).

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

Very truly yours,



Jennifer Hudon
City Clerk

JH:dan

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



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/15/2016

EVENT NAME: Lakeshore Rising Stars Red Carpet Event

ORGANIZER: Seehafer Broadcasting - Brennan Seehafer

EVENT DATE: 8/20/2016

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Red carpet event in front of Capitol Civic Centre on S. 8th St.; closure of eastern lane of street & sidewalk; use of traffic control items & security stanchions; waiver of fees requested

ESTIMATED CITY COSTS:

| | |
|--------------|------------|
| POLICE | 0 |
| FIRE | |
| PARKS | 270 |
| RECREATION | |
| STREETS | 225 |
| TOTAL | 495 |

ESTIMATED EVENT HOLDER CHARGES:

| | |
|--------------------------------|------------|
| LATE APPL. FEE (<60 days) | 100 |
| STAKE PERMIT | |
| DELIVERY CHARGES | 125 |
| <i>(if delivery requested)</i> | |
| TOTAL E.H. CHARGES | 225 |
| GRAND TOTAL | 720 |

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Scott Whitman
Tim Mij
[Signature]

Todd Ho

COUNCIL ACTION REQUIRED:

S 8th St. lane closure in front of Capitol Civic Centre

ITEMS TO INCLUDE IN LETTER:

In the future, a street closure (rather than a lane closure) should be requested for the safety of participants. Please complete a special event application at least 60 days in advance, since the State of WI will need to be notified in order to close a state highway.