



# CITY OF MANITOWOC

WISCONSIN, USA

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

August 18, 2016



Marie Hammill  
2505 Knuell St.  
Manitowoc, WI 54220

Re: Block Party – 2600 Block – Knuell St.  
973-6962

Dear Ms. Hammill:

Your request for a block party on Saturday, August 20, 2016, being held at the 2600 Block of Knuell 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 35<sup>th</sup> 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 19th and return them Monday, August 22nd 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,

Jennifer Hudon  
City Clerk

JH:dan

cc: Department of Public Works  
Jeri Lynn Christensen, Office Manager

*8-18-16 sent  
via e-mail*

**Jennifer Hudon, MPA, City Clerk/Deputy Treasurer**  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 8/15/2016

EVENT NAME: National Night Out Residential Block Party - 2600 blk Knuell

ORGANIZER: Marie Hammill

EVENT DATE: 8/20/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of traffic control items to block off street

### ESTIMATED CITY COSTS:

POLICE	0
FIRE	
PARKS	
RECREATION	
STREETS	78
TOTAL	78

### ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	78

### COMMITTEE CONCERNS:

Not an official National Night Out Block Party per Bruce Jacobs

### COMMITTEE DECISION:

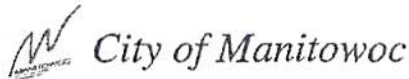
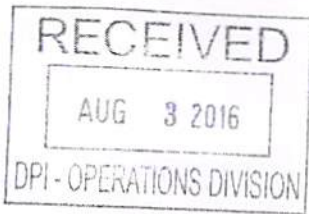
APPROVE

DENY

*SCOTT JACOBSON*  
*Scott H.*  
*W. M.*  
*A.*

### 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: 7-10-16

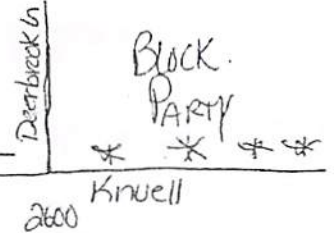
Responsible Individual(s) for Party Name: Marie Hammill  
Address: 2505 Knvell St  
City/State/Zip: Manitowoc WI 54220  
Phone Number: 920 973 1962  
E-mail Address: mariehammill@yahoo.com  
Date of Birth: 11-70

*This is our National Night Out !!*

Date of Party: Aug 20th Time of Party: NOON - 12AM

Location of Party (Hundred Block and Street Name): 2600 Knvell

Cross Streets You are Requesting to Block Off: \_\_\_\_\_  
Please provide a map/sketch of the area requested for the block party.



Estimated Attendance: 50

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 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6550  
Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org

Date paid: \_\_\_\_\_