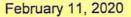


### CITY OF MANITOWOC

WISCONSIN, USA www.manitowoc.org





Kristie Shillcox 8136 Hwy 147 Two Rivers, WI 54241

RE: Believe in Bella Event - Manitowoc Senior Center - February 22, 2020

Dear Ms. Shillcox:

Your special event request to hold the Believe in Bella Event at the Manitowoc Senior Center on February 22, 2020 was acted upon by the Special Events Committee at the meeting of Wednesday, February 5, 2020. At said meeting the Committee unanimously granted your request. At the meeting the committee also approved your previously denied waiver of fees request; all fees have been waived for this event.

Event organizers are responsible for cleaning up the site after the event. When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since the fees have been waived for the event.

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.

Deborah Neuser

City Clerk

DN:mrk

Enclosure

CC:

Chief of Police Nick Reimer Fire Chief Todd Blaser

Sandy Ronski, Operations Clerk II Karen Dorow, Business Manager

### SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/5/2020

**EVENT NAME:** Believe in Bella

ORGANIZER: Lakeshore Rise - Kristie Shillcox E-MAIL ADDRESS: lakeshorerise@charter.net

**EVENT DATE: 2/22/2020** 

**NEW OR RECURRING: New** 

LOCATION/DESCRIPTION: Use of Manitowoc Senior Center for a one-time benefit to raise funds

due to premature baby's medical bills; bingo, silent auction, raffles,

bean bag tournament, food & beverage sales, d.j.

(waiver of fees request denied at 1/29/2020 SEC meeting)

DISCUSS ADA ACCESSIBILITY (Parking, toilets, ADA picnic tab	les, etc.)
ELECTRICAL NEEDED	GARBAGE PICKUP
WATER NEEDED	EVENT SIGNS
INFLATABLES/TENTS/FENCING	PORTABLE TOILETS
STREET CLOSURE TIME	PARKS DELIVERY TIME
COMMITTEE CONCERNS: \$100 late application fee d	lue; liquor liability insurance
COMMITTEE DECISION: 4// fees (inc) APPROVE  White the second of the seco	Juding late fee) warved
COUNCIL ACTION REQUIRED:	
ITEMS TO INCLUDE IN LETTER:	
1) All fees (including late fees were 2) The event organizer is response after the event. 3) When listing sponsors for your event 6 CORPIDER 115419 the City of Man	ible for cleaning the site
1) All fees (including late fee) were a) The event organizer is response after the event	e waived.  Tible for cleaning the site  event, we ask that you  Titowoc Since tees haveopy to: Clerk

# City of Manitowoc SPECIAL EVENTS APPLICATION FORM

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.

١.	Name/Description of Event: Belleve in Bella	
2.	Date of Event: 02/22/2020 If multiple days, Start Date:	End Date:
3.	Time Event will Begin Setup: 2:00pm AM/PM Actual Start Time:	3:00pm AM/PM Finish Time: 10:00pm AM/PM
4.	Name and Complete Address of Organization/Individual Organizing Lakeshore Rise - Kristie Shillcox/Kirk Shillco	
	Name of organization responsible for event  Lakeshore Rise  Name (first, middle, and last) of event organizer	
	Kristie L. Shillcox Contact name DURING event (if different)	
	Street Address 8136 Hwy 147 Two Rivers, WI 54241 City, State, Zip	E-mail address_lakeshorerise@charter.ne
5.	Is the sponsoring organization a 501(c)(3) organization? Yes No Location of the Event: Generally describe your event and its purpose Also, indicate the direction of the route, if any, including all turns and and its parks are available online at www.manitowoc.org.	and attach a DETAILED map or diagram of your event. the number of traffic lanes to be used. Maps of the City
	Event Location: Manitowoc Senior Center, 3330 Custer Street, Mar Description: Benefit is to help raise money for a young family who go December 2, 2019, Bella Eve Risch,. Bella Eve is considered a micounces at her lightest weight and was 12.75 inches tall. She will spe Milwaukee where she will receive the necessary medical support. E around the clock care via breathing tubes, central lines, IV fluids an for her survival. Her parents (Brooklynn Jarrell & Ben Risch) both line Bella at her side and pray and hope that she continues to have the	ave birth to a 25 week gestation age baby on ro preemie at 15 weeks early. She weighed 1.3 end at least 3 months in the NICU at Sinai hospital in della lives in a neonatal incubator where she receives do nutrition to sustain her life as she continues to fight we and work at Sargento in Kiel, but now they stay with
	Will the event be held in a Manitowoc park or utilize any park facilities	_
	What park facilities will be needed (but	ildings, tennis courts, ball diamonds, disc golf courses, etc.)?
	Have you reserved the park &/or park facilities? Yes No If	
	Does the event require streets to be closed? Yes No If yes, which	h street(s):
	It is YOUR RESPONSIBILITY to provide federally approved traffic control Sanitation Division.	l items; however they may be rented from the Streets &
	Will the event be held on the sidewalk? Yes No	





#### 6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes Yes Yes Yes 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.

charged and agrees to pay a fee of \$200.	
Permittee agrees to abide by the rules and regulations contain	ined 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 o	bservers? 100-150
How many vendors will be at your event? none	How many vehicles? 50
Do you require any special parking restrictions? OYes	No If yes, what type, when, and where:
Parking on grassy areas of a park is not allowed without pr	rior approval. Contact the Police Department if traffic control is needed.
Will food be prepared and/or served at the event? Yes You are responsible for obtaining any necessary permits for	No - 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 s.  If yes, what hours:	ystem be used outdoors? Yes No
Will the City need to provide any special electrical assistan If yes, please describe:	ce or lighting (of ball diamonds, etc.)? Y⊗ No
Contact the Parks Division at 686-3580 with questions.	
Will any of the following services be required? Clean- For help defining your parking, clean-up,& traffic control n	up Street-sweeping needs, please contact the Streets & Sanitation Division at (920) 686-6550.
Will any fireworks or pyrotechnic devices be used during the If yes, contact the Fire Department at (920) 686-6540 to se	the event? Yes No cure the proper permits for firework usage.
Will animals be present at the event? Yes No If yes they will be located.	s, please indicate what types of animals, how many are expected, and where
What toilet facilities will be made available to your particip	ants? Indoor Outdoor
Please describe the toilet facilities that will be provided,	including their locations and the number of units:
Will alcoholic beverages be served/sold? Yes No 16 Please contact the City Clerk's Office at (920) 686-6950 to o	'yes, a "Special Class B" license will allow sale/service of beer and/or wine. bbtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? •Yes •No	If ves, give
a detailed explanation under #5.	

Do you require a waiver of the restriction to serve alcohol in a park?

Oyes (	No
--------	----

#### 8. Equipment Needed for Your Event:

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):

Barricades	# Needed	# of Days*	Cost/Day		Total
	v	v	e2 00	=	Plenkova
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/pounde	r 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	—— <u>"</u>	\$3.00	=	Description
Other (list items and amounts			33.00		Doserption
Parks Division Equipment (6	(86-3580): <i>Do NO</i>	T count any picnic	tables, garbage	e 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	=	Doscription
Tent, 10'x10'	x		\$30.00	=	
Tent, 10'x20'	x		\$35.00	=	
Ticket booths, outdoor			\$15.00	=	
Trash cans	x	^	No Charge	=	No Charge
Wenger portable bandwagon,		^	140 Citarge	_	140 CHERC
menger portable bandwagon,	, 33x6 ··· X	х	\$240.00	_	
Other (list items and amounts		^	<b>3</b> 240.00		

T	OTA	T D	EN	JTA	T	CU	A D	re
	ULA	L N	a un	чіа		L.H.	ΑК	

<sup>\*</sup>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.

<sup>\*\*</sup>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.

DELIVER	Y 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 O Yes O No
	Fence O Yes O 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,
••	Cofety and Consider to Many Pount
IV.	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  (920 242 - 16227  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? OYes No The City reserves the right to require a detailed written public safety plan.
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? OYes 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 It yes, explain and list specific charges donations solicited
	What are your estimated revenues and what will the revenues be used for?

revenues raised will be given to a family who just had a micro preemie on Dec 2, 2019 (Bella Eve Risch) to help offset medical bills and expenses associated with such. Please see attached letter/benefit flyer.

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 eigned agreement.

Date of birth of applicant



# Belleve in Bella Benefit

Bella Eve Risch was born December 2, 2019 to the proud parents of Brooklynn Jarrell and Ben Risch. Her expected due date was supposed to be March 14, 2020 making her 15 weeks early. Bella is considered a micro preemie weighing 1.5 lbs and 12.75 inches tall. She will spend at least three months in the NICU at Sinai Hospital in Milwaukee where she is receiving the necessary medical support. Bella lives in a neonatal incubator where she receives around the clock care and medical support via breathing tubes, central lines, IV fluids and nutrition to sustain her life as she continues to fight and grow.

Brooklynn and Ben sit at Bella's bed side daily praying and hoping that she continues to have the strength to fight and grow.

Bella and her parents have a long battle ahead of them. Please help support Bella in her continuing fight for her survival.

## **Belleve in Bella** Benefit

PRIZES

February 22<sup>nd</sup>

3 - 10 PM

Silent Auction

**Manitowoc Senior Center** 

RAFFLES

3330 Custer Street Manitowoc, WI 54220 Tournament

Food... Fun...DJ

If you would like to make a donation towards the extensive medical bills and expenses these parents will have to encounter throughout these next few months, please send donations to:

Mail to: PO Box 10 Two Rivers, WI 54241 For Donations to be picked-up call: (920) 645-3834 or Donations can be dropped off at 809 Columbus Street, Two Rivers





Born on December 2, 2019

### SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/29/2020 EVENT NAME: Believe in Bella ORGANIZER: Kristie Shillcox

E-MAIL ADDRESS: lakeshorerise@charter.net

**EVENT DATE: 2/22/2020** 

**NEW OR RECURRING: New** 

LOCATION/DESCRIPTION: Use of Manitowoc Senior Center for a one-time benefit to raise funds

due to premature baby's medical bills; bingo, silent auction, raffles,

bean bag tournament, food & beverage sales, d.j.

DISCUSS ADA ACCESSIBILITY (Parking	toilets, ADA picnic tables, etc.)
ELECTRICAL NEEDED	GARBAGE PICKUP
WATER NEEDED	EVENT SIGNS
INFLATABLES/TENTS/FENCING	
STREET CLOSURE TIME	PARKS DELIVERY TIME
COMMITTEE CONCERNS:	
COMMITTEE DECISION:	APPROVE DENY - Waiver Of fees on!
COUNCIL ACTION REQUIRED:	
ITEMS TO INCLUDE IN LETTER:	
When listing sponsors for your even	t, we ask that you consider listing the City of Manitowot since some of all

fees have been waived for the event.

# CITY OF MANITOWOC - PARKS DIVISION SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES FOR USE OF CITY FACILITIES OR EQUIPMENT

JAM 287070

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

	Be jeve <u>all ourstions must be answered</u>
Name	of event: Bollows in Bella
1.	Name of club/organization making request Kristie Shillody & Kris Anderson Address P.O. Box 10 Telephone (920) 905-4226
2.	Names of club officers: Name President KCISTIL Shillowy 8134 Hay 147 (920) 905-4226
	Secretary
	Treasurer
3.	Facility requested: Senior Center
	Equipment requested:
4.	Specific dates and hours facility/equipment will be used:  Date 2-21-2020 Hrs. 8,5 los.
5.	Please explain your request, as to what fees you desire waived or reduced and reasons. Benefit for present backy medical bills, hardship of a tamily which do you consider your group to be?
6.	Which do you consider your group to be?  A. Community service B. Non-profit C. Private business  D. Club or organization E. Other, please explain_one - time. (30 g 10 to 10)
7.	Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  Yes No
8.	If #7 is "yes," explain and list specific charges rolle baskets, silent auctur
9.	What will revenues be used for? I-amily medical bills hardship to stay in millioning in millioning is
10.	Do you wish to meet personally with the Committee to discuss this request? Yes No
Signed_	

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, return this form to the City of Manitowoc - Parks Division.

900 Quay St., Manitowoc, W1 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

			CILITY RATES	·	<b></b>		
Room	Max Capacity	Total Hours Requested	Rates	Charges	Additional		
	Capacity	nequesteu	400/01		Information		
North Assembly	124	8.5	\$60/3 hours \$15/ea addl hour	142.5	10ft long tables available		
Center Assembly	139	8.5	\$60/3 hours \$15/ea addl hour	142.5	10ft long tables available		
South Assembly	112	8.5	\$60/3 hours \$15/ea addl hour	142.5	10ft long tables available		
Social Room	40		\$35/3 hours \$15/ea addl hour		Room has 7 Round Tables & 28 Chairs		
Classroom	40		\$35/3 hours \$15/ea addl hour		10ft long tables available		
Sewing Room	25		\$35/3 hours \$15/ea addl hour		Roam set up in Conference style		
Coffee Shop	24		\$35/3 hours \$15/ea addl hour		Room has 6 Round Tables & 24 Chairs		
Kitchen		හ <u>.</u> හු.	\$35/3 hours \$15/ea addl hour	117.50	Stove/Oven, Refrigerator, Sink		
After Hours Attendant Fee		8.5	\$15 per hour	127.50	Fee charged if facility is rented after normal business hours of M-F 8a-4p & 2 <sup>nd</sup> Sunday 12:30-4:30p		
. EQUIPMENT RENTAL RATES							
TV/VCR, Coffee Po	ts		\$10 per event	Ø	126		
Overhead/LCD Pro			\$25 per event	Ø	ø		
			Total Charges		\$ 55		
Tables			See above for table				
Microphone/Podia	ım		Needed: [ ] Micr		Podium		
* Acceptable form:	s of paymer	nt for facility re	ntal: Cash or Check		·		
AMOUNT DUE		DS 44 D O D O D D D D D D D D D D D D D D	1 000 005 000 D00 000 000 050 D00 000 000	*****	\$ 67250		
For Office Use Only							
Authorized Signature: Date:							
Date Paid: Paid by: [ ]Cash or [ ]Check# or [ ]Credit Card							
Facility Attendant: Notes:	<u> </u>						

Please return form to the Manitowoc Senior Center/Recreation Department located at 3330 Custer Street, Manitowoc, WI 54220 (920) 686-3060 Business Hours: M-F 8am-4pm

To whom it may concern,

My name is Kristie Shillcox and I have rented the Senior Center on February 22, 2020 to hold a one-time benefit. The benefit is called "Belleve in Bella". Bella Eve Risch was born December 2, 2019 to the proud parents of Brooklynn Jarrell and Ben Risch. Her expected due date was supposed to be March 14, 2020 making her 15 weeks early. Bella is considered a micro preemie weighing 1.5 pounds and 12.75 inches tall. She will spend at least three months in the NICU at Sinai Hospital in Milwaukee where she is receiving the necessary medical support. Bella lives in a neonatal incubator where she receives around the clock care and medical support via breathing tubes, central lines, IV fluids and nutrition to sustain her life as she continues to fight and grow. Brooklynn and Ben sit at Bella's bed side daily praying and hoping that she continues to have the strength to fight and grow. Bella and her parents have a long battle ahead of them. Please help support Bella in her continuing fight for her survival.

1

It is my hope that you will consider waiving or significantly reducing the fees associated with this rental. If you should need any required documentation such as proof of birth, I can ask the mother of Bella to provide a copy of this. Thank you for your consideration.

Sincerely,

Musled Chelledy

Kristie Shillcox (920) 905-4226

lakeshorerise@charter.net



# Belleve in Bella Benefit

Bella Eve Risch was born December 2, 2019 to the proud parents of Brooklynn Jarrell and Ben Risch. Her expected due date was supposed to be March 14, 2020 making her 15 weeks early. Bella is considered a micro preemie weighing 1.5 lbs and 12.75 inches tall. She will spend at least three months in the NICU at Sinai Hospital in Milwaukee where she is receiving the necessary medical support. Bella lives in a neonatal incubator where she receives around the clock care and medical support via breathing tubes, central lines, IV fluids and nutrition to sustain her life as she continues to fight and grow.

Brooklynn and Ben sit at Bella's bed side daily praying and hoping that she continues to have the strength to fight and grow.

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## Belleve in Bella Benefit

Bingo PRIZES

February 22<sup>nd</sup> 3 – 10 PM

Silent Auction



Manitowoc Senior Center

RAFFLES

3330 Custer Street Manitowoc, WI 54220 Bean Bag

Food...Fun...DJ

If you would like to make a donation towards the extensive medical bills and expenses these parents will have to encounter throughout these next few months, please send donations to:

Mail to: PO Box 10 Two Rivers, WI 54241 For Donations to be picked-up call: (920) 645-3834 or Donations can be dropped off at 809 Columbus Street, Two Rivers



Born on December 2, 2019