

# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



October 11, 2017

Mr. Richard Rosinsky  
Manitowoc Co. Miracles Special Olympics  
1716 Western Ave.  
Manitowoc, WI 54220

684-6909  
GRAFFS@1501.net

RE: Manitowoc Co. Miracles Special Olympics Tournament, June 16 or 17 (rain date), 2018

Dear Mr. Rosinsky:

The above request was acted upon by the Special Event Committee at the meeting of October 9, 2017, at which time the Committee granted your request. Please contact the Manitowoc Youth Baseball Association to reserve the MYBA ball diamonds.

Your certificate of insurance on file expires on December 31, 2017. At least 10 days prior to your event, please provide us with a new Certificate of Insurance along with the separate additional insured endorsement.

For 2017, as part of the Mayor's budget all fees for special events were waived. The 2018 budget has not been set. Non-waivable fees will be charged as set by policy.

Very truly yours,

Deborah Neuser  
City Clerk

DAN:mrk

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.

\_\_\_\_\_ 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:** 10/9/2017

**EVENT NAME:** Miracles Special Olympics Tournament

**ORGANIZER:** Manitowoc County Miracles Special Olympics - Richard Rosinsky

**EVENT DATE:** Jun. 16 or 17, 2018

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Use of ball diamonds, concession stand & open air shelter at Citizen Park for a Special Olympics tournament in the sports of bocce ball, t-ball, & softball. Use of picnic tables, trash cans, & garbage bags. Use of various parks for practices.

**ESTIMATED CITY COSTS:**

POLICE	0
FIRE	0
PARKS	489.38
RECREATION	260
STREETS	0
<b>TOTAL</b>	<b>749.38</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	125
<i>(if delivery requested)</i>	
<b>TOTAL E.H. CHARGES</b>	<b>125</b>
 <b>GRAND TOTAL</b>	 <b>874.38</b>

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE

DENY

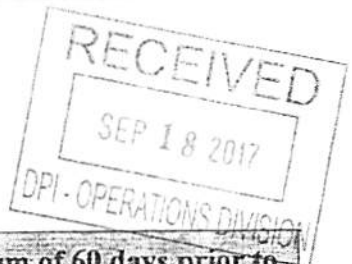
*[Handwritten signatures and initials under APPROVE]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**

Contact the Manitowoc Youth Baseball Association to reserve the MYBA ball diamonds.

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.

- Name/Description of Event: MANITOWOC Co. MIRACLES Special Olympics TOURN.
- Date of Event: 6/16/18 If multiple days, Start Date: Rain date 6-17-18 End Date:           
Include dates and times needed for setup and take down / cleanup.
- Time Event will Begin Setup: 6 AM/PM Actual Start Time: 9 AM/PM Finish Time: 5 AM/PM
- Name and Complete Address of Organization/Individual Organizing the Event:  
MANITOWOC Co. MIRACLES Sp. Oly.  
Name of organization responsible for event  
RICHARD R ROSINSKY Telephone # PRIOR TO event ( 920 ) 684 6909  
Name (first, middle, and last) of event organizer  
GLENN GRAFF Telephone # DURING event ( 920 ) 242 0166  
Contact name DURING event (if different)  
1716 WESTERN AVE  
Street Address  
MANITOWOC WI 54220 E-mail address GRAFFS@1sol.net  
City, State, Zip of event organizer  
Is the sponsoring organization a 501(c)(3) organization?  Yes  No

- 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).  
This event is at Citizens Park. This is a Special Olympics tournament on the spots of base ball, T-Ball, + softball. Diamonds 2+3 will be used, 2 diamonds of the MYBA, as well as the open air shelter + concession stand.

- Will the event be held in a Manitowoc park or utilize any park facilities?  Yes Which park? Citizens Park  No
- What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? Baseball + softball diamonds, open air shelter, + concession stand
- 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? 500 People

How many vendors will be at your event? None How many vehicles? None

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: \_\_\_\_\_

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 None required

*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: Citizens Park

restrooms by concession stand

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:**

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:

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Please indicate the total number of items requested:

**Streets & Sanitation Division Equipment (686-3580):**

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades					=		
2'	_____	X	_____	\$3.00	=	_____	Flashers _____
3'	_____	X	_____	\$3.00	=	_____	Flashers _____
8'	_____	X	_____	\$4.00	=	_____	
Rail type-long	_____	X	_____	\$2.00	=	_____	
Rail type-short	_____	X	_____	\$2.00	=	_____	
Channelizer Drums	_____	X	_____	\$3.00	=	_____	
Cones					=		
18"	_____	X	_____	\$1.50	=	_____	
28"	_____	X	_____	\$1.50	=	_____	
Safety vests	_____	X	_____	No charge	=	No Charge	
Snow fence					=		
Rolls	_____	X	_____	\$4.00	=	_____	
Posts	_____	X	_____	No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	No Charge	=	No Charge	
Traffic signs	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
	_____	X	_____	\$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	\$3.00	=	_____	Description _____
	_____	X	_____	\$3.00	=	_____	Description _____
	_____	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	_____	\$5.00	=	_____	
Park benches	_____	X	_____	\$7.00	=	_____	
Picnic tables	_____	X	_____	\$7.00	=	_____	
Risers, platform	_____	X	_____	\$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	\$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	\$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	\$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	\$15.00	=	_____	
Trash cans	_____	X	_____	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***	_____	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: In case of serious injuries we will contact 911, otherwise none needed.

\_\_\_\_\_  
 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.

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): Reduce the fees for use of diamonds, open air shelter & Concession Stand. We are a non-profit Agency

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 8, 25, 50

Signature of Applicant: Richard Roamby Date: \_\_\_\_\_

RETURN TO:  
Parks Division  
2655 S. 35th Street  
Manitowoc, WI 54220



**MANTOWOC PARK & RECREATION DEPARTMENT**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for 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 Park and Recreation 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.**

**ALL QUESTIONS MUST BE ANSWERED**

1. Name of Club or Organization making request Manitowoc County Miracles Special Olympics  
 Address 13228 Pioneer Rd. Newton 53063 Telephone 6933977

2. Names of Club Officers: Name Address Telephone

President Kris Zellers 13228 Pioneer Rd. Newton 6933977

Secretary Richard Rosinsky 1110 Hamilton St 6846909

Treasurer \_\_\_\_\_

3. Facility requested: Citrus Park, Halbreton Park, Westfield Park

Equipment requested: \_\_\_\_\_

4. Specific Dates and Hours facility/equipment will be used: Date See attached Hrs. Some

5. Please explain your request, as to what fees you desire waived or reduced and reasons.  
Reduce fees for use of diamonds, open air shelter, + concession stand

6. Which do you consider your group to be?  
 A. Community Service \_\_\_\_\_ B. Non Profit X C. Private Business \_\_\_\_\_  
 D. Club or organization \_\_\_\_\_ E. Other, please explain \_\_\_\_\_

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
 Yes \_\_\_\_\_ No X

8. If Yes, explain and list specific charges \_\_\_\_\_

9. What will revenues be used for? \_\_\_\_\_

10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes \_\_\_\_\_ No X  
 If yes, please provide the following information of individual to contact.  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signed Richard Rosinsky Date \_\_\_\_\_  
 Please attach any additional information which you feel will assist the Committee in evaluating your request.

**When completed, this form is to be returned to The Manitowoc Recreation Department, 930 North 18th Street, Manitowoc, WI 54220.**

Committee Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
 Explanation \_\_\_\_\_

MANITOWOC PARK & RECREATION DEPARTMENT  
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X  
BB Diamonds \_\_\_\_\_  
Soccer Field \_\_\_\_\_  
Tennis Courts - How Many? \_\_\_\_\_  
Pool \_\_\_\_\_

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans 12 extra  
Picnic Tables 12 extra  
Benches \_\_\_\_\_  
Other \_\_\_\_\_

June 16<sup>th</sup> / June 17 Rundate

AREA REQUESTED Citizens Park - Diamonds 2 + 3, open air shelter, <sup>concession stand</sup>

Number of People 500 DATE DESIRED ON BACK TIME REQUESTED 7AM - 5PM  
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics  
Summer Sports Tournament

PERSON WHO WILL BE RESPONSIBLE Richard Rosinsky TELEPHONE 6846909

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Kris Zollthaus  
ADDRESS 13228 Pioneer Rd Newton Phone 6933977

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES \_\_\_\_\_

SIGNED Richard Rosinsky  
(Person Responsible)

APPROVED \_\_\_\_\_

DATE 10-3-17

DENIED \_\_\_\_\_

Date 10-3-17

Director, Parks & Recreation

ATTENDANT(S) \_\_\_\_\_

START TIME: \_\_\_\_\_

## Sandy Ronski

---

**From:** Denise Larson  
**Sent:** Monday, September 25, 2017 3:38 PM  
**To:** Sandy Ronski  
**Subject:** RE: Special Olymics event 2018

Those are not special events they are just practices that we have never charged for. These are less than 25 kids at the practices.

-----Original Message-----

**From:** Sandy Ronski  
**Sent:** Monday, September 25, 2017 3:08 PM  
**To:** Denise Larson  
**Cc:** Karen Dorow; Sue Reilly; Melissa Franz  
**Subject:** RE: Special Olymics event 2018

He also lists Halvorsen & Westfield Parks. Please send me those dates as well for reimbursement purposes.

Thank you,

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)

-----Original Message-----

**From:** Denise Larson  
**Sent:** Monday, September 25, 2017 2:54 PM  
**To:** Sandy Ronski  
**Subject:** FW: Special Olymics event 2018

Here you go.

-----Original Message-----

**From:** Denise [<mailto:dlarson@manitowoc.org>]  
**Sent:** Monday, September 25, 2017 1:36 PM  
**To:** Denise Larson  
**Subject:**

This E-mail was sent from "RNP79286" (MP 6000/LD260).

Scan Date: 09.25.2017 13:25:06 (-0400)