



# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



December 6, 2017

Julie Lyn Ribley  
702 State St.  
Manitowoc, WI 54220

Dear Ms. Ribley:

RE: Magical Trolley Ride to the North Pole – December 8-9, 2017 – WAIVER OF FEES

Dear Ms. Ribley:

Your request for temporary no parking on the north side Franklin St. between S. 8<sup>th</sup> St. and S. 9<sup>th</sup> St. for 4 trolleys to park on December 8 & 9, 2017, for the Magical Trolley Ride to the North Pole event, was acted upon by the Special Events Committee at the meeting of Monday, December 4, 2017. At said meeting the Committee unanimously granted your request.

Your certificate of insurance is on file.

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

Very truly yours,

Deborah Neuser  
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer  
Fire Chief Todd Blaser  
Chad Scheinoha, Operations Division Mgr.  
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



# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 12/4/2017

**EVENT NAME:** Magical Trolley Ride to the North Pole

**ORGANIZER:** Lakeshore Community Action Program - Colleen Homb

**EVENT DATE:** 12/8/17 to 12/9/17

**NEW OR RECURRING:** New

**LOCATION/DESCRIPTION:** Use of traffic control items to block off parking spaces for the trolley on north side of Franklin St.

**ESTIMATED CITY COSTS:**

POLICE	
FIRE	
PARKS	
RECREATION	
STREETS	147
<b>TOTAL DEPT. COSTS</b>	<b>147</b>

**ESTIMATED EVENT HOLDER CHARGES:**

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	75
<i>(if delivery requested)</i>	
<b>WAIVED</b>	<b>222</b>
NON-WAIV. STAKE PERMIT	

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

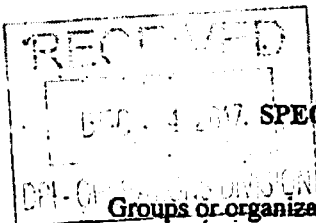
APPROVE

DENY

*Todd B*  
*[Signature]*  
*SCOTT WENTENAB*  
*[Signature]*

**COUNCIL ACTION REQUIRED:**

**ITEMS TO INCLUDE IN LETTER:**



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

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.**

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Magical Trolley Ride to the North Pole

1. Name of club/organization making request Lakeshore Community Action Program  
Address PO Box 2315, Manitowoc WI 54220 Telephone 920-682-3737

2. Names of club officers: Name Address Telephone  
President Interim CEO-Colleen Homb 702 State Street, Manitowoc WI 920-682-3737  
Secretary CASA Director-Julie Ribley 702 State Street, Manitowoc, WI 920-682-3737  
Treasurer \_\_\_\_\_

3. Facility requested: Parking spaces on North side of Franklin Street

Equipment requested: barricades and cones

4. Specific dates and hours facility/equipment will be used: Date 12/8 and 12/9 Hrs. 2:30-7:30pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. We are requesting all fees to be waived. Funds spent on this expense do not end up going to the programs this fundraiser is supporting. If waived it is additional financial support to Lakeshore CAP programs.

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 \_\_\_\_\_

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 Tickets are \$25/adult and \$20/child. Tickets include the entire event which is a trolley trip to the North Pole to see Santa, do crafts, games and activities.

9. What will revenues be used for? To support programs at Lakeshore CAP that support at-risk families and children.

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

Signed Colleen Homb Date 12/1/17

## STREETS EQUIPMENT CHARGES

Event Name: Magical Trolley Ride to the North Pole

		Emp. #1	#2	#3	Total
Customer Pickup (circle one):	No	Name:			
Date of Delivery to Site:	12/8/2017	Labor Hours:			0
		\$/Hour:			0.00
		Equipment Hours:			0
		\$/Hour:			0.00
Total Labor & Equip. Costs:		\$0.00	\$0.00	\$0.00	\$0.00

Date of Pickup at Site:	12/11/2017	Name:			
		Labor Hours:			0
		\$/Hour:			0.00
		Equipment Hours:			0
		\$/Hour:			0.00
Total Labor & Equip. Costs:		\$0.00	\$0.00	\$0.00	\$0.00

Number of Days: 3

ORIGINAL ORDER				AFTER EVENT, RECORD ONLY CHANGES TO ORIGINAL ORDER:		
	# Ordered	Cost/Day	Total	Actual #	Cost/Day	Total
<b>Barricades</b>	<b>Flashers</b>					
2'		4.00	\$0.00	0	4.00	\$0.00
3'		4.00	\$0.00	0	4.00	\$0.00
8'		5.00	\$0.00	0	5.00	\$0.00
Rail - long (12')		3.00	\$0.00	0	3.00	\$0.00
Rail - short		3.00	\$0.00	0	3.00	\$0.00
<b>Channelizer Drums</b>		4.00	\$0.00	0	4.00	\$0.00
<b>Cones &amp; Delineators</b>						
18"		2.50	\$0.00	0	2.50	\$0.00
28"	10	2.50	\$75.00	10	2.50	\$75.00
Delineators		2.50	\$0.00	0	2.50	\$0.00
<b>Safety Vests</b>		3.00	\$0.00	0	3.00	\$0.00
<b>Snow Fence</b>						
Rolls		5.00	\$0.00	0	5.00	\$0.00
Posts		1.50	\$0.00	0	1.50	\$0.00
Pounder		N/C	\$0.00	0	N/C	\$0.00
<b>Traffic Signs</b>						
		3.00	\$0.00	0	3.00	\$0.00
		3.00	\$0.00	0	3.00	\$0.00
		3.00	\$0.00	0	3.00	\$0.00
<b>Traffic Signs (Portable)</b>						
No parking	6	4.00	\$72.00	6	4.00	\$72.00
		4.00	\$0.00	0	4.00	\$0.00
		4.00	\$0.00	0	4.00	\$0.00
<b>Other</b>						
			\$0.00	0	0.00	\$0.00
			\$0.00	0	0.00	\$0.00
			\$0.00	0	0.00	\$0.00

TOTAL ORIGINALLY ORDERED \$147.00

ACTUAL TOTAL \$147.00

## Sandy Ronski

---

**From:** Sue Reilly  
**Sent:** Thursday, November 30, 2017 9:53 AM  
**To:** Billy Hutterer  
**Cc:** Stacey Groll; Chad Scheinoha; Sandy Ronski; Karen Dorow  
**Subject:** RE: Barricades Needed - Julie Ribley will be calling you

She just called and said that we had supplied barricades with no parking signs on them for the north side of Franklin St from S 8<sup>th</sup> – S 9<sup>th</sup> Streets for the 4 trolley cars that they have. We apparently put them out on the sidewalk and she put them in the road when she arrived for her event. She is afraid with the CCC event going on that people will park there.

Her number: 242-6727

Please call her to get more details.

**From:** Stacey Groll  
**Sent:** Thursday, November 30, 2017 8:44 AM  
**To:** Karen Dorow; Sue Reilly; Sandy Ronski  
**Subject:** Barricades Needed - Julie Ribley will be calling you

*I called Julie on 11-30-17. We need to deliver and set up by 2pm Friday 12-3. They will remove & stack to side upon completion on Saturday 12-9. We will pickup on Monday.*  
*Chad*

Good Morning,

The Lakeshore CAP and CASA Magic Trolley Ride to the North Pole is scheduled for December 8 and 9 (next week Friday and Saturday). One of their pick up points is Manitowoc Coffee – HOWEVER, that would mean they would need to board the trolley in a lane of traffic. So instead, they'd like to use the north side of Franklin Street, around the corner from Manitowoc Coffee and in front of Treehouse Theater, for their 4 trolleys. They are requesting that the whole north side block of Franklin be not available for parking.

They're requesting that the barricades be there on Friday by 2 p.m. at the latest, and would be finished using them on Saturday night at 9:30 p.m. when their last trolley departs.

Julie Ribley is the director of CASA, and she will be calling you within the hour to do whatever she needs to in order to set this up. Your assistance would be much appreciated.

Thank you!

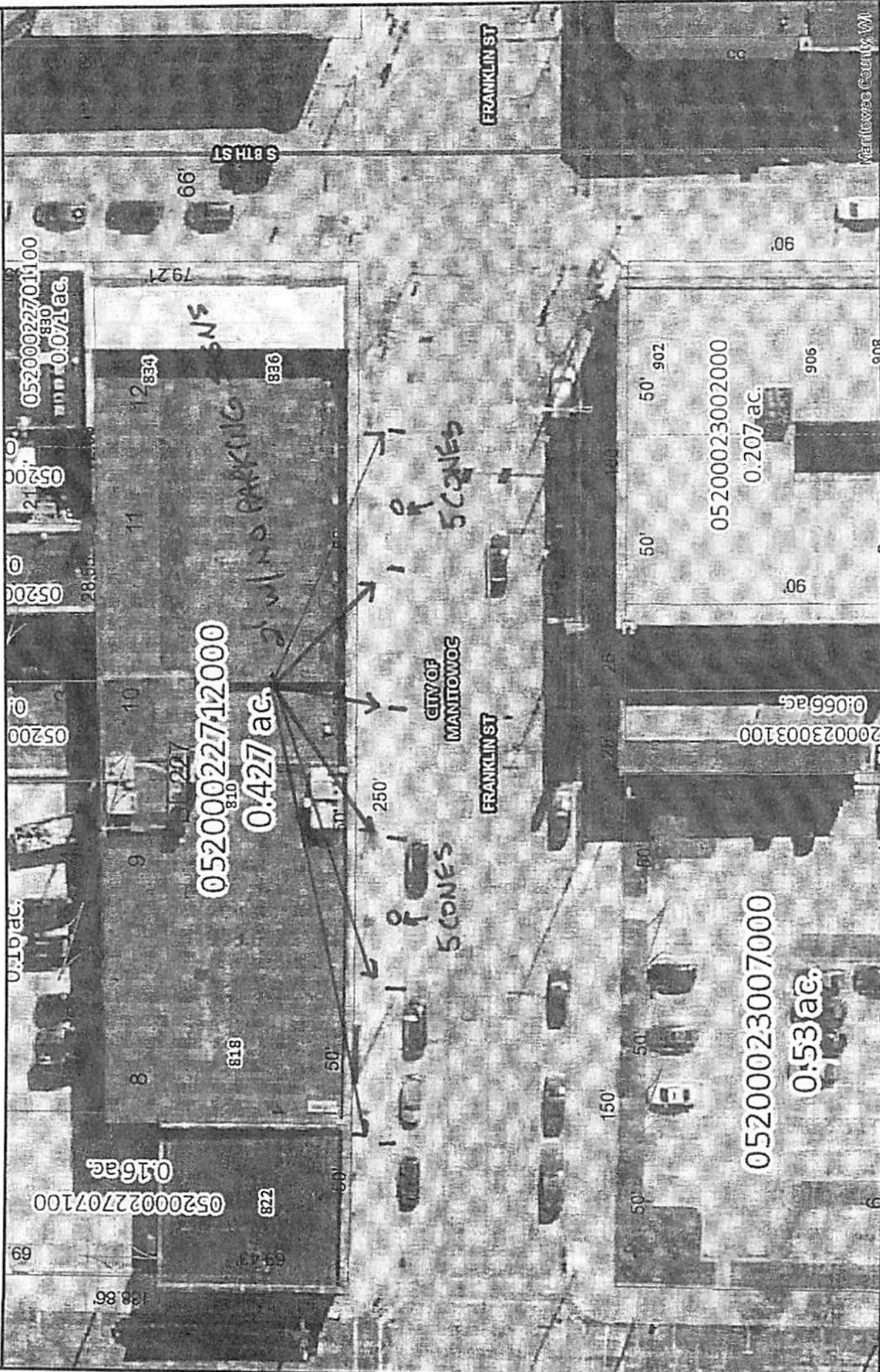
*Stacey L. Groll*

*Assistant to Mayor Justin Nickels*

City Hall | 900 Quay Street | Manitowoc, WI 54220  
920.686.6980 | [sgroll@manitowoc.org](mailto:sgroll@manitowoc.org)  
[www.manitowoc.org](http://www.manitowoc.org)

The information contained in this message is confidential. It is intended only for the use of the individual or entity identified above. If the receiver of this message is not the intended recipient, you are hereby notified that reading, distribution, use, or copying of this message is strictly prohibited. If you have received this message in error, please immediately notify the sender by replying to the address noted above and delete the message.

Printed from Advanced Access GIS Viewer



The burden for determining fitness for use rests entirely upon the user of this website. Manitowoc County and its co-producers will not be liable in any way for accuracy of the data and they assume no responsibility for direct, indirect, consequential, or other damages.

Author:  
Date Printed: 11/30/2017