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October 14, 2014

Mayor Justin Nickels 900 Quay Street Manitowoc, WI 54220

Dear Mayor Nickels,

Per your request, when Nancy Baumann and I met with you to discuss the city assisting us with our Symphony Tour of Homes for 2014, you were quite optimistic that the city might be able to help us, but asked for our request to be made in writing.

The date of the Tour of Homes is Saturday, December 6, 2014. The time of the tour is 10:00 a.m. - 3:00 p.m. This year, we are showcasing three homes in the 800 block of Lincoln Boulevard (with the possibility of one home in the 900 block) and one home in the 700 block of New York Avenue.

Because the homes are close together, it is our intent to take of advantage of this. This is where we are asking for council approval.

We would like to light some of the trees in the 800 block of Lincoln Boulevard. In your discussion with Chad, it was noted a generator would be necessary. We are asking if you could supply one for us. And, if there would be a cost associated with this, what that cost would be.

We would like to place two banners on each end of the 800 block of Lincoln Boulevard. We would place the banners behind the light posts so that we would not be blocking oncoming traffic. What we are wondering is if the city has posts that could be placed in the ground prior to the ground freezing or, if we could do that. The banners would not go up until the week of November 10th.

We would also like to close the 800 block of Lincoln Boulevard (both sides) from 9:00 a.m. -4:00 p.m. on December 6^{th} . For that, we would ask for the city to provide barriers to do that. Our intent is to provide carriage rides for our guests and listen to choirs from the various high schools as they stroll the boulevard.

Lastly, if we could ask that the police are made aware of our event as there will likely be some traffic congestion. Our busiest times are normally between 11:00 a.m. -1:30 p.m.

Thank you for taking the time to meet with us and provide us with direction in making our Tour of Homes a successful event. I look forward to hearing from you.

Sincerely,

Peggy Pitz

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OCT 17 2014

OFFICE OF THE MAYOR