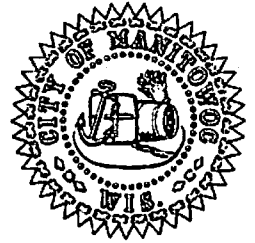




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



July 10, 2020

Mr. Roger Russove
Two Rivers Main Street
1717 East Park Street
P O Box 417
Two Rivers, WI 54241

RE: *Cool City Classic Car Show – August 14, 2020*

Dear Mr. Russove:

Your request for permission to hold The Cool City Classic Car Show on August 14, 2020, with a parade of classic cars from UWGB-Manitowoc parking lot through Manitowoc to Two Rivers with rolling street closures and assistance from the Police Department to lead the parade, was acted upon by the Special Events Committee at the meeting on July 8, 2020.

At said meeting, the Committee approved your request.

Please remind participants to obey all traffic laws. When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived.

The organizer is encouraged to make public service announcements regarding social distancing and hand washing, etc.

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.

Very truly yours,

Mackenzie Reed-Kadow
Deputy City Clerk

mrk

cc: Special Events Approval Group

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 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate 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 mreedkadow@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. **Insurance not provided within the required timeline may result in a fee of \$300**

____ 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.

____ Contact the County Health Department at 683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

____ 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.

____ 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, 900 Quay St. at 686-6550 to obtain a stake permit.

X
If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550 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.

X
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: 7/8/2020

EVENT NAME: Cool City Classic Car Cruise

ORGANIZER: Two Rivers Main Street, Inc.

E-MAIL ADDRESS: director@tworiversmainstreet.com

EVENT DATE: 8/14/2020

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Parade of classic cars from UW Manitowoc parking lot through Manitowoc to Two Rivers; rolling street closures; assistance from PD to lead parade

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

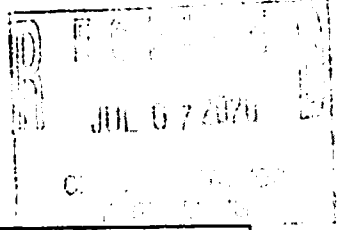
Le Masura
JFC
Todd
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Organizer is encouraged to make public service announcements regarding social distancing + hand washing, etc.

1) Please remind participants to obey all traffic laws. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.



**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.

- 1. Name/Description of Event: Cool City Classic Car Cruise
- 2. Date of Event: 8/14/2020 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 4:00 AM/PM PM Actual Start Time: 6:00 AM/PM PM Finish Time: 7:00 AM/PM PM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

Two Rivers Main Street, Inc.
Name of organization responsible for event

Roger Russove Telephone # PRIOR TO event (920) 794 - 1482
Name (first, middle, and last) of event organizer

Telephone # DURING event (920) 973 - 2710
Contact name DURING event (if different)

1717 East Park St. PO Box 417
Street Address

Two Rivers, WI 54241 E-mail address director@tworiversmainstreet.com
City, State, Zip of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

- 5. 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.**

Assembly will begin at 4:00 pm at UW-Manitowoc. at 6:00 PM we will travel west on Viebahn St. to S. 10th St., north on 10th to Washington St., east on Washington to 8th St., north on 8th to Maritime Drive. Continue on Maritime Drive to Memorial Drive. Continue on Memorial Drive to city limits, where we will be met by Two Rivers Police Department. Map attached.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? _____ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? _____

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): Rolling closures along route

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? 3000-5000

How many vendors will be at your event? 0 How many vehicles? 700

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

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: _____

3 units from B&M Waste Service

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:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total	
Barricades							
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/pounder	_____	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	_____	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	_____	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	=	_____	
Tent, 10'x10'	_____	X	_____	X \$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X \$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X \$15.00	=	_____	
Trash cans	_____	X	_____	X No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	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: _____

Lead parade along stated route to city limits on Memorial Drive.

Travis Stevens (920) 973 - 1681 (920) 973 - 1681
 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): _____
All fees. We are a 501(c)3 non-profit, and this is a non-revenue generating event.

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? _____

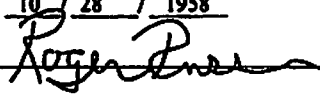
Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

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 10 / 28 / 1958

Signature of Applicant: 

Date: 07/06/2020

Sandy Ronski

Sandy - make a note for next year to put a note about obeying traffic laws - Cool City 2020 Car Cruise

From: Sandy Ronski
Sent: Tuesday, July 09, 2019 12:00 PM
To: Chad Scheinoha; Curtis Hall; Dan Koski; Elizabeth Majerus; Jason Freiboth; Jill Erickson; Karen Dorow; Kathleen McDaniel; Mackenzie Reed-Kadow; Mike Zimmer; Nick Reimer; Sandy Ronski; Steve Corbeille; Sue Reilly; Todd Blaser
Subject: FW: VOICEMAIL FROM DEBRA BONK - 973-4180

Stacey called regarding a complaint of skid marks on S 10th between Manitou & Wilson after the Cool City Car Cruise held on June 28th. Stacey also said that there were skid marks on the new roundabout and asked that the Special Events Committee keep this in mind when reviewing/approving the event for next year.

Sandy Ronski
Operations Clerk II
Transit, Cemetery, & Parks
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

- Place on file -

→ Roundabout was southbound - not on parade route

From: Stacey Groll
Sent: Tuesday, July 09, 2019 11:51 AM
To: Sue Reilly
Cc: Sandy Ronski
Subject: RE: VOICEMAIL FROM DEBRA BONK - 973-4180

Sue,

It didn't need to come to me, I just relayed the message to Sandy Ronski for special events.

Stacey L. Groll

Assistant to Mayor Justin M. Nickels

City Hall | 900 Quay Street | Manitowoc, WI 54220
920.686.6980 | sgroll@manitowoc.org
www.manitowoc.org

"Be mindful. Be grateful. Be positive. Be true. Be kind." - Roy T. Bennett

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.

Sandy Ronski

From: Greg Minikel
Sent: Wednesday, July 01, 2020 4:13 PM
To: Road Closures
Cc: Gerald Brylski (gerald.m.brylski@usps.gov); John Streu
Subject: ROAD & LANE CLOSURE NOTICE: MARITIME DR. - N. 6TH TO BUFFALO ST.
Attachments: 202007011602.pdf

******* ROAD AND LANE CLOSURE NOTICE *******

The reconstruction of Maritime Drive from N. 6th St. to Buffalo Street is scheduled to start on Wednesday, July 8th.

During the reconstruction, traffic on Maritime Drive will only be maintained in the Northbound Direction at all times.

Southbound traffic on Maritime Drive will not have any access to Buffalo St.

Southbound traffic on Maritime Dr. will have access to the Blue Rail Beach Parking Lot, Manitowoc Marina, and the YMCA.

Motorists that normally use Maritime Dr. southbound and need to get into the downtown area south of the Manitowoc River, will need to use alternate routes such as Waldo Blvd. to N. 11th St.

Huron St. from Maritime Dr. to N. 11th St. is also another option or alternate route for traffic.

The intersection of N. 6th St. and Maritime Dr. is expected to remain open at all times.

Access to the Baymont Hotel and Maritime Museum shall be from the west side via Maritime Dr. and N. 6th St.

North 5th St. will be closed to all traffic at Buffalo St.

Buffalo St. will be closed to all traffic at N. 5th St.

It is anticipated that the project will be completed and reopened to full traffic around September 11th.