



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

4



June 6, 2017

Amber Daus
Grow It Forward
108 Riverview Dr.
Manitowoc, WI 54220

Dear Ms. Daus:

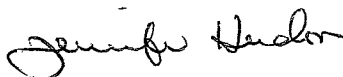
RE: AMENDED - Manitowoc Farmers Market in Washington Park – June 6 – Oct. 31, 2017

Your request to amend for no parking on east side of S 12th St. for vendors to back up their vehicles to the park. Vendors will also drive on the asphalt areas of the park and unload their vehicles was acted upon by the Special Events Committee on Monday, Tuesday, May 30, 2017.

At said meetings your request has been granted. Vendors set-up in park – no street closures/temp no parking needed.

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

Very truly yours,



Jennifer Hudon
City Clerk

JH:dan

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

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/30/2017

EVENT NAME: AMENDED - Farmer's Market - Tuesdays at Washington Park

ORGANIZER: Grow It Forward - Amber Daus

EVENT DATE: Jun 6 - Oct 31, 2017

NEW OR RECURRING: New at Park

LOCATION/DESCRIPTION: Amended request for no parking on east side of S 12th St. for vendors to back up their vehicles to the park. Vendors will also drive on the asphalt areas of the park & unload their vehicles. Road will remain open for traffic.

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	0
RECREATION	
STREETS	1562
TOTAL	1562

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	350

GRAND TOTAL 1912

COMMITTEE CONCERNS:

~~Amended request for no parking on east side of S 12th St. for vendors to back up their vehicles to the park. Vendors will also drive on the asphalt areas of the park & unload their vehicles. Road will remain open for traffic.~~

COMMITTEE DECISION: ^{setup} vendors in park - ^{per Amber Daus} no street closures / ^{no parking needed}

APPROVE

DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

~~Letter by certified mail to home address on 12/16~~

Deborah Neuser

From: Sandy Ronski
Sent: Monday, June 05, 2017 3:46 PM
To: Deborah Neuser
Cc: Karen Dorow; Sue Reilly
Subject: FW: Amendment to Special Event Request

Here is the e-mail you were looking for...

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

From: Sandy Ronski
Sent: Monday, May 22, 2017 10:01 AM
To: SpecialEvents
Cc: Denise Larson
Subject: FW: Amendment to Special Event Request

The e-mail below will be discussed at the next Special Event Committee meeting. Amber is now requesting no parking on the E side of S 12th St. for vendors to back up their vehicles to the park. Vendors will also drive on the asphalt areas of the park & unload their vehicles. There will not be a Road Closed sign placed.

Sandy Ronski
Operations Clerk II
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Phone: 920-686-6518
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www.manitowoc.org

From: Amber Daus [mailto:amberdaugs@gmail.com]
Sent: Sunday, May 21, 2017 4:38 PM
To: Nicolas Sparacio; Chad Scheinoha; Sandy Ronski
Subject: Amendment to Special Event Request

Hi there.

After meeting with Chad this past week at Washington Park, it was determined that I need to amend the Special Events Request for the Tuesday Farmers Market.

The items I need to add are related to Traffic Control. On Monday, June 5th, please place the following items:

1. (34) Orange Safety Cones, one each placed in the East side of S.12th St. parking lane
 1. I will collect the cones after the vendors set up on June 6th, and I will put them in storage behind the band shell.
 2. I can put them out for the remaining market events.
2. Does PD also need to put up "Temporary No Parking" signs on the East side of S.12th St.?
3. Should we also place a "Road Closed" sign at the intersection of 12th & Washington?

Thank you.

Amber L. Daus
CEO & Founder, Grow It Forward Inc.
Market Manager, Manitowoc Farmers Market
920.645.9467
growitforward.wi@gmail.com
www.grow-it-forward.org

"Grow It Forward ~ We're on a mission to grow, teach, feed, and connect our local food community!"